

LABOR MARKET / INFORMATION STUDY

A PRODUCT OF THE:



SPONSORED BY THE:

RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD

*THE STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT
DEPARTMENT*

and

*THE CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING
COMMITTEE*

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CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM "CCOIS"

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DEVELOPMENT DEPARTMENT, LABOR
MARKET INFORMATION DIVISION***

John McCraw, Research Analyst

Labor Market Information Division (LMID)

and all the other LMID staff that provided products and technical assistance.

EMPLOYERS

**The employers who took their valuable time to answer
over 500 occupation surveys.**

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1996

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1995

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INTRODUCTION

The labor market information presented in this report was collected through the cooperative effort of the State of California Employment Development Department (EDD) and the Riverside County Workforce Development Board (WDB) as part of the California Cooperative Occupational Information System (CCOIS) program.

The goal in gathering labor market information (LMI) is to match the labor needs of employers with the skills of job seekers and to provide occupational information to firms who require classification of wage scales and employment trends for economic development purposes. The LMI program helps to accomplish these tasks by providing specific, localized and current information that can be used by local users, including employers, trainers, educators, economic development organizations and job seekers to make more informed training and labor market decisions.

Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand and sources of employment and training.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs or to plan new programs.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupation size, expected growth rates and wages, useful in determining the potential for business growth and development in Riverside County.

Training Providers: Training providers can effectively market their programs by informing students, employers, and others that the opportunities for job placement are greater because their training programs are developed using reliable local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference with which to base these and other decisions. Each program year, the Workforce Development Board (WDB) selects 25 occupations meeting criteria defined jointly by EDD and WDB. The WDB works with EDD to gather information on occupations, analyze and disseminate results. The 1997 report also contains occupations surveyed in 1996 and 1995 years.

The continuing nature of the program enables Riverside County to acquire current, detailed and accurate data on a large number of occupations, particularly for local needs. The coordination of the program at the state level facilitates the integration of this data for statewide use. In addition, the information provided by the CCOIS program meets requirements of federal and state legislation, including:

The Job Training Partnership Act (JTPA), Greater Avenues for Independence (GAIN), California's Family Economic Security Act (FESA), California Education Code (ROC/P and Community Colleges), Wagner-Peyser Act, Carl D. Perkins Vocational Education Act (V-EA), Family Support Act

TYPE OF OCCUPATIONAL INFORMATION PROVIDED

The occupational assessments which follow contain several different items of information of potential use to the readers of this report. Below is a discussion of key terms used in the assessments and several guidelines for interpreting results. The terms and guidelines used are standard for all Service Delivery Areas (SDA) participating in the CCOIS program, lending consistency to area comparisons.

OCCUPATIONAL TITLE AND JOB DESCRIPTION

A description of the occupation surveyed consists of the types of skills needed and equipment used in the performance of the most general types of duties of the occupation. The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) occupational classification system.

DOT CODE

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched to a number of related DOT defined occupations. This section includes some of the more sizable DOT occupations associated with OES occupations.

WAGES/BENEFITS

Wages are reported in rates per hour, week, and monthly salaries. A federal wage increase took effect on March 1, 1997, which brought the minimum wage from \$4.75 to \$5.00. Another Federal wage increase on September 1, 1997, brought the minimum wage to \$5.15 per hour. However the wages collected for the 1997 occupations reflect a minimum wage of \$5.00 per hour. Extreme wage responses, not representative of most employers, are omitted. The ranges are representative of what employers reported. Instances in which union and non-union wages differ are noted. Results, including the range and the median, are reported for three occupation levels defined as follows:

Entry Level/No Experience:	Person trained or otherwise qualified, but with no paid experience in the occupation.
Experienced/New to firm:	Experienced person, or person at the journey level (if applicable) but just starting with the firm.
3 + years with firm, experienced:	Person at the journey level (if applicable) or at least three years of experience with the employer in the occupation.

Wage reports for the “3 + years with firm, experienced” category frequently vary more widely than for the “Entry” and “Experienced, new to firm” categories, reflecting the substantially wider range in years of experience of employees in this category (3 to 20 years or more), while employees in the other categories have no experience in the firm.

Benefits

Benefits were provided principally from employer survey results. These ratios and figures are tabulated by the overall information of employers responding to the benefits questions from the survey as opposed to the total number of employers sampled.

EMPLOYMENT TRENDS

The Employment Trends section exhibits information relevant to Size and Employment Trends for an occupation. The information provided in this section is derived from EDD’s occupational projections and employer survey for Riverside County.

TYPE OF OCCUPATIONAL INFORMATION PROVIDED

EMPLOYMENT TRENDS (CONTINUED)

Occupational Size refers to the number of persons employed in an occupation relative to the total, non-agricultural employment of the county. The following terms are used to characterize occupational size.

Small:	Less than 507 employed , less than .15 percent of total employment
Medium:	Between 508 and 1014 employed , between .16 to .30 percent of total employment
Large:	Between 1015 and 2198 , between .31 to .65 percent of total employment
Very Large:	2199 and above , .66 percent or more of total employment

Occupational Growth is an overview of trends in job opportunities in relation to overall employment growth for the county. These rates consider such factors as separations from the labor market, turnover and job growth. The following terms are applied to the occupational growth rates of this county.

Much faster than average:	1.50 times average or more
Faster than average:	1.10 to but not including 1.50 times average
Average:	.90 to but not including 1.10 times average
Slower than average:	less than .90 times average

SUPPLY/DEMAND ASSESSMENTS

Supply/Demand refers to the relative difficulty the employers surveyed believe they would experience in hiring both inexperienced and experienced workers who meet their hiring standards. From the job seekers' perspective, it also refers to the relative level of opportunity (competitiveness) for the applicant who is or would like to become part of this job market.

The 1997 Occupational Outlook Report presents results in a matrix chart using percentages, while the 1996 and 1995 Occupational Outlook is in a narrative form. The following terms are used in assessing employer hiring and employee outlook and when interpreting these results for 1996 and 1995:

Very Difficult:	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. However, good opportunities exist for those applicants who are qualified.
Somewhat Difficult:	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
A Little Difficult:	Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.
Not Difficult:	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

EXPERIENCE AND OTHER REQUIREMENTS

This section presents results of the training, experience and educational levels the employers surveyed want in the employees they hire. The 1997 Occupational Outlook Report presents results in a matrix chart using percentages, while the 1996 and 1995 Occupational Outlook is in a narrative format.

EDUCATION & TRAINING

This section represents what surveyed employers reported as the education level of recent hires.

GENERAL SKILLS

The job qualifications and work skills information in this section should be interpreted with care. In many cases, the skills listed represent relatively broad "skill areas," -e.g., the "ability to use a computer terminal." In such cases, the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in narrowing the focus of further inquiry.

RECRUITMENT

This section summarizes the methods of recruitment that surveyed employers primarily use when recruiting employees for the occupation.

PROJECT METHODOLOGY

OCCUPATIONAL FORECASTS

LMID developed Occupational Forecast Tables specifically for Riverside County Economic Development Agency (EDA). These tables provided 1993 employment by occupation, projected seven-year growth and separation figures for occupations in Riverside County in which there was employment of 50 or more. Occupational distribution by industry was also provided.

These tables contain information on over 400 occupations and were generated using State Unemployment Insurance records of Riverside County businesses. Additionally, data from a federally financed Occupational Employment Statistics (OES) survey of occupational distribution within industries, identified according to Standard Industrial Classification (SIC) titles, were all used.

OCCUPATIONAL SELECTION CRITERIA

A preliminary list of occupations was developed. This list was reviewed by representatives of community-based vocational training programs, educational institutions, organized labor, economic development organizations and the Riverside County Economic Development Agency. Based upon the input of these organizations, some occupations were eliminated, and others were added.

Riverside County EDA applied the following criteria to narrow the list of possible occupations for the survey of 25:

The occupation had to have a substantial employment base in the county;

There had to be a substantial number of projected job openings in the county;

The occupation had to appear to have substantial potential for earning capacity;

The training time required for the occupation had to be two years or less, allowing for some exceptions based on the strength of the other criteria;

If there has been some fluctuation in the labor market, or if an emerging technology is thought to be impacting the skill requirements, an occupation could be included.

After the list of 25 occupations was finalized, each occupation was clearly defined and the appropriate OES/DOT titles and codes were assigned.

SURVEY SAMPLE SELECTION

After the occupations were selected, defined, and the appropriate OES/DOT titles assigned, LMID developed a confidential employer sample for each occupation. One consideration in drawing up the employer sample was the pattern of distribution of industries in which the occupation could be found. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups, such as agriculture, construction, manufacturing, and retail trade.

LMID staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a medical assistant would generally work for a firm classified in the health services category; whereas, a word processor may be scattered across several industries - health services, retail trade, manufacturing, etc.

PROJECT METHODOLOGY

SURVEY SAMPLE SELECTION (CONTINUED)

This industrial distribution was considered for each occupation when establishing the sample of employers that would be contacted for participation in the completion of the questionnaire. For example, if 20% of Riverside County workers in an occupation were found in a specific industry, then 20% of the sample was drawn from that industry.

The sample was carefully reviewed, and employers were called to verify company name and address, confirm the existence of the occupation at the company and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included 40 employers for each occupation.

QUESTIONNAIRE DEVELOPMENT/SURVEY PROCEDURES

EDD developed a standard two-page questionnaire for the 25 occupations. All employers were then contacted through the telephone. Employers were given the opportunity to respond to the questionnaire over the telephone, return it by FAX or mail. Additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the sample's projected employment size.

All surveys were reviewed for accuracy of the data, and employers were re-contacted if answers were missing, unclear, or conflicted with other answers. In addition to contacting employers, EDA staff contacted labor unions, employment agencies, training providers, etc., to learn more about specific occupations.

TABULATION AND RESULTS

The survey responses were entered into a database, and tabulations were prepared using the CCOIS software. From these tabulations, the data was analyzed, and the final occupational summary reports were prepared by EDA staff. Each occupational table provides information on skills, training, and hiring requirements, the size of the occupation, the growth rate expected, supply and demand assessment, principal employing industries and other information. Specific employer information is confidential and cannot be released.

1997 CCOIS OCCUPATIONAL STUDY – SUMMARY HIGHLIGHTS

The following are summarized highlights of the results of information reported by the employers who responded to the 1997 California Cooperative Occupational Information System survey of 25 occupations in Riverside County.

- Responses were received from 344 employers, representing a total of 6,737 employees in the occupations studied.
- A total of 1,687 employees were reported to have been hired in the occupations studied during the last 12 months; 394 of which were to fill new positions, with the remaining 1,293 being either replacement or temporary positions.
- Slightly more than one-half of the employers anticipate employment levels within the occupations studied to remain stable over the next three years.
- Slightly less than one-half of the employers anticipated some growth in employment within the next three years. Occupations with anticipated growth include:
 - Nursery Workers
 - Salespersons – Retail (Except Vehicle Sales)
 - Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers
 - Plastic Molding and Casting Machine Operators and Tenders
 - Physicians' Assistants
 - Correctional Officers
 - First Line Supervisors and Manager/Supervisors-Sales and Related Occupations
 - Radiologic Technologists – Diagnostic
 - Sales Representatives – Except Scientific and Related Products and Services and Retail
- Employers of only five of the 25 occupations studied anticipated a decline over the next three years. However, these percentages were very small and were far outweighed by the significantly higher percentages of employers who projected growth or stability within the same occupations.
- The supply of both qualified, experienced and inexperienced workers was greater than employer demand for most of the occupations studied. For some occupations studied, the demand is greater than the supply. Occupations that employers may have some difficulty finding qualified, inexperienced applicants include:
 - Production, Planning, and Expediting Clerks
 - First Line Supervisors and Manager/Supervisors – Clerical and Administrative Support Occupations
 - Instructors and Coaches – Sports and Physical Training
 - Salespersons – Retail (Except Vehicle Sales)
 - Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers
 - Guards and Watch Guards
 - Opticians – Dispensing and Measuring
 - LAN/WAN (Local/Wide Area Network) Managers
 - Sales Representatives – Except Scientific and Related Products and Services Retail

1997 CCOIS OCCUPATIONAL STUDY – SUMMARY HIGHLIGHTS

Occupations which employers may have some difficulty finding qualified applicants with experience include:

- Computer Network (LAN/WAN) Technicians
 - Production, Planning and Expediting Clerks
 - Physicians' Assistants
 - First Line Supervisors and Manager/Supervisors – Sales and Related Occupations
 - LAN/WAN (Local/Wide Area Network) Managers
 - Sales Representatives – Except Scientific and Related Products and Services and Retail
- The lowest education attainment level of recent hires was reported, as a percentage of total hires in the past 12 months, as Less than High School for the following occupations:
 - Nursery Workers – 81%
 - Plastic Molding and Casting Machine Operators and Tenders – 13%
 - Welders and Cutters – 3%
 - The highest education attainment level of recent hires was reported, as a percentage of total hires in the past 12 months, as Graduate Study for the following occupation:
 - Physicians' Assistants – 13%
 - Occupations of which recent hires possessed Bachelor's Degrees included:
 - Sales Representatives – Except Scientific and Related Products and Services and Retail – 53%
 - Hazardous Materials and Waste Technician – 50%
 - Production, Planning, and Expediting Clerks – 40%
 - Computer Network (LAN/WAN) Technicians – 40%
 - Physicians' Assistants – 38%
 - Instructors and Coaches – Sports and Physical Training – 36%
 - Physical Therapist – 13%
 - First Line Supervisors and Manager/Supervisors – Clerical & Admin. Support Occupations – 11%
 - Salespersons – Retail (Except Vehicle Sales) – 10%
 - First Line Supervisors and Manager/Supervisors – Sales and Related Occupations – 8%
 - Median wages for employees having three years experience with a firm ranged from the lowest hourly wage of \$7.50/hour for Nursery Workers, Salespersons-Retail, and Plastic Molding and Casting Machine Operators and Tenders, to the highest hourly wage of \$32.92/hour for Physicians' Assistants.
 - Employers reported the following skills and other qualifications as being the most important:
 - Almost all employers reported that at least basic knowledge of computer skills are desired for employment in each occupation.

OCCUPATIONAL OUTLOOK

1997

COMPUTER NETWORK (LAN/WAN) TECHNICIANS

OES CODE: Non-OES 16 FIRMS RESPONDING

DOT: 033.162-997

TITLE: COMPUTER NETWORK (LAN/WAN) TECHNICIAN

DESCRIPTION

Computer Network (LAN/WAN) Technicians assist in the installation, set-up, testing, maintenance, and troubleshooting of local and/or wide area networks (LAN/WAN). They assign passwords, use manuals, maintain a variety of logs and communicate with Network Analysts or LAN/WAN Managers about specific system problems. Technicians who work for manufacturers occasionally go to customers' sites to set up, adjust and/or connect new products.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.90 - 15.34	\$ 10.45
Experienced/New to Firm:	\$11.50 - 21.58	\$ 13.90
3 + Yrs. Experience with Firm:	\$14.00 - 23.97	\$ 16.78

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	94%	0%
E	Life Insurance	88%	0%
F	Paid Sick Leave	94%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	94%	0%
S	Child Care	19%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 95% of all employees surveyed in this occupation work full-time and average 40 hours per week.
- * 5% of the employees surveyed work part-time, averaging 23 hours per week.
- * Employees in this occupation: 93% male and 7% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000
(County Average Growth Rate 18.0%)

No EDD Projections Available

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	69%	31%
Projected over the next three years	0%	50%	50%

SUPPLY/DEMAND

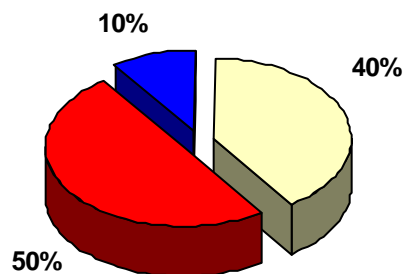
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced – Qualified	31%	25%	25%	19%
Inexperienced	0%	50%	50%	0%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- College but no Degree 50%
- Associate Degree 10%
- Bachelor Degree 40%



COMPUTER NETWORK (LAN/WAN) TECHNICIANS

OES CODE: Non-OES 16 FIRMS RESPONDING

DOT: 033.162-997

TITLE: COMPUTER NETWORK (LAN/WAN) TECHNICIANS

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	50%	50%	0%	0%
Previous Work Experience Required	0%	13%	13%	74%

Acceptable work experience includes at least 12 months either in operating system, computer technician, computer network, LAN/WAN environment, electronic repair, or information services.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Knowledge of microcomputer hardware and operating systems
 Ability to use operating manuals
 Knowledge of software applications
 Understanding of wide area network (WAN)
 Understanding of local area network (LAN)
 Ability to analyze data to solve problems
 Ability to troubleshoot
 Knowledge of lease line procedures for WANs

PERSONAL OR OTHER:

Ability to coordinate multiple activities
 Ability to communicate technical information to non-technical
 Ability to communicate with computer literate staff
 Ability to work independently

BASIC:

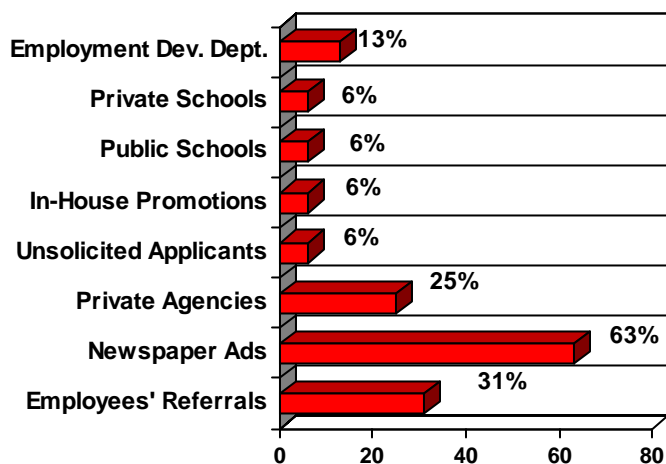
Ability to follow oral instructions
 Basic math skills
 Ability to read and follow instructions
 Oral communication skills

TRAINING PROVIDER

- California State University Long Beach
- College of the Desert
- Computer Education Institute
- Computer Learning Center
- Excel Technical College
- New Horizon Computer Learning Center

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



CORRECTION OFFICERS AND JAILERS

OES CODE: 630170

4 FIRMS RESPONDING

DOT: 372.667-018

TITLE: CORRECTION OFFICER

DOT: 372.367-014

TITLE: JAILER

DESCRIPTION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guards. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 6.33 - 10.59	\$ 8.46
Experienced/New to Firm:	\$13.55 - 14.38	\$13.97
3 + Yrs. Experience with Firm:	\$18.68 - 22.07	\$20.37

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.33 - 6.33	\$ 6.33
Experienced/New to Firm:	\$13.55 - 13.55	\$13.55
3 + Yrs. Experience with Firm:	\$22.07 - 22.07	\$22.07

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	100%	0%
E	Life Insurance	100%	0%
F	Paid Sick Leave	100%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	100%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 97% of union and 87% non-union employees surveyed in this occupation work full-time and average 40 hours per week.
- * 3% of union and 13% non-union employees surveyed work temporary/on call, averaging 36 hours per week.
- * Employees in this occupation: 76% male and 24% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Large (1,290-1,710)
Growth Rate: Much Faster than Average (1.81)
Job Openings: 520

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	25%	75%
Projected over the next three years	0%	25%	75%

SUPPLY/DEMAND

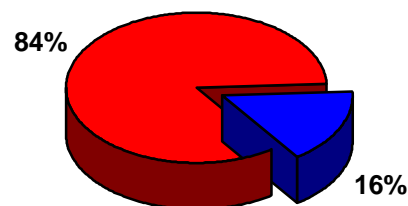
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced- Qualified	75%	0%	0%	25%
Inexperienced	75%	0%	25%	0%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ High School 84%
■ College but no Degree 16%



CORRECTION OFFICERS AND JAILERS

OES CODE: 630170

4 FIRMS RESPONDING

DOT: 372.667-018

TITLE: CORRECTION OFFICER

DOT: 372.367-014

TITLE: JAILER

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	0%	0%	100%
Previous Work Experience Required	100%	0%	0%	0%

No work experience required for this occupation.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Understanding of different cultures
Ability to plan and organize the work of others
Supervisory skills
Ability to administer emergency first aid
Possession of a Firearms Qualifications Card

PHYSICAL:

Ability to pass a pre-employment medical examination
Ability to pass a physical performance test

PERSONAL OR OTHER:

Ability to handle a crisis situation
Ability to work independently
Ability to work under pressure

BASIC:

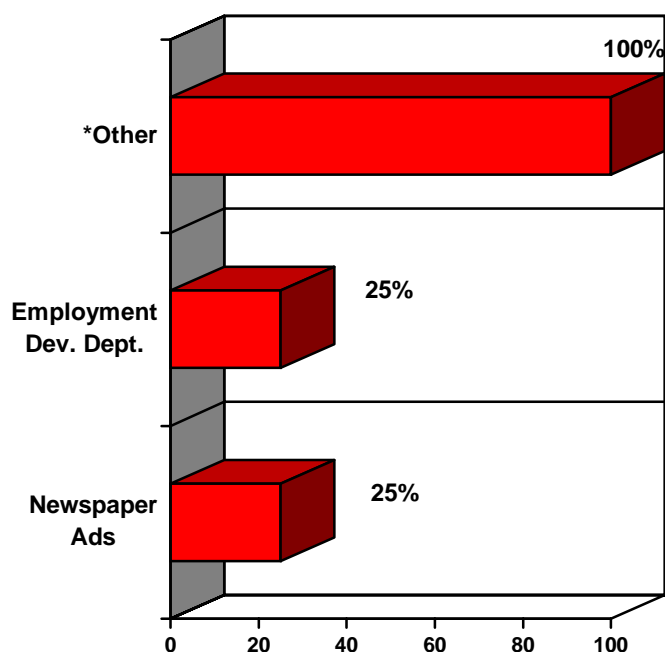
Ability to follow oral instructions
Basic math skills
Ability to read and follow instructions
Ability to write legibly

TRAINING PROVIDER

- Chapman University Academic Center
- Corona/Norco Career Academy-Regional Occupational Program (ROP)
- Mt. San Jacinto College
- Palo Verde College
- Riverside Community College
- Riverside County Regional Occupational Program
- U.S. Colleges of Health & Human Services

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Correction Officer Academy, County Job Bulletin, Job Fair

EMERGENCY MEDICAL TECHNICIANS I

OES CODE: 325081

5 FIRMS RESPONDING

DOT: 079.374-010
DOT: 355.374-010

TITLE: EMERGENCY MEDICAL TECHNICIAN
TITLE: AMBULANCE ATTENDANT

DOT: 913.683-010

TITLE: AMBULANCE DRIVER

DESCRIPTION

Emergency Medical Technicians I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Firefighters trained as Emergency Medical Technicians I are not included in this category.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience	\$ 5.50 - 10.55	\$ 7.50
Experienced/New to Firm:	\$ 6.00 - 12.71	\$ 8.00
3 + Yrs. Experience with Firm:	\$ 7.00 - 14.00	\$ 11.42

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	100%	0%
E	Life Insurance	100%	20%
F	Paid Sick Leave	100%	0%
I	Paid Vacation	80%	0%
T	Retirement Plan	100%	0%
S	Child Care	20%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 53% of all employees surveyed in this occupation work full-time, averaging 48 hours per week.
- * 39% of the employees surveyed work part-time, averaging 21 hours per week.
- * 8% of the employees surveyed work temporary on call, averaging 20 hours per week.
- * Employees in this occupation: 67% male and 33% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Rate 18.0%)

Size: Small (350-450)
Growth Rate: Much Faster than Average (1.58)
Job Openings: 130

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	80%	20%
Projected over the next three years	0%	40%	60%

SUPPLY/DEMAND

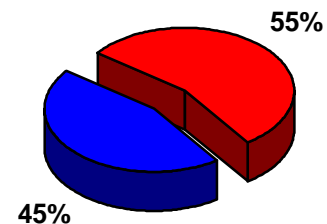
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	40%	40%	20%	0%
Inexperienced	60%	20%	20%	0%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 45%
- College but no Degree 55%



EMERGENCY MEDICAL TECHNICIANS - I

OES CODE: 325081

5 FIRMS RESPONDING

DOT: 079.374-010
DOT: 355.374-010

TITLE: EMERGENCY MEDICAL TECHNICIAN
TITLE: AMBULANCE ATTENDANT

DOT: 913.683-010

TITLE: AMBULANCE DRIVER

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	0%	40%	60%
Previous Work Experience Required	80%	20%	0%	0%

Acceptable work experience includes at least 12 months in the emergency room.

GENERAL SKILLS

The following skills data was rated important by surveyed employers.

TECHNICAL:

Ability to recognize ventricular fibrillation and cardiac standstill
Ability to operate automatic and semi-automatic defibrillators
Ability to monitor and maintain IV lines
Ambulance or emergency vehicle driving skills
Ability to accurately record and report information
Ambulance or emergency vehicle driving skills

PHYSICAL:

Ability to lift and move patients
Good physical condition
Good vision
Ability to perform strenuous, physically demanding work
Good color perception

PERSONAL OR OTHER:

Ability to assess emergency situations and set priorities
Ability to work as part of a team
Ability to work independently
Ability to work under pressure

BASIC:

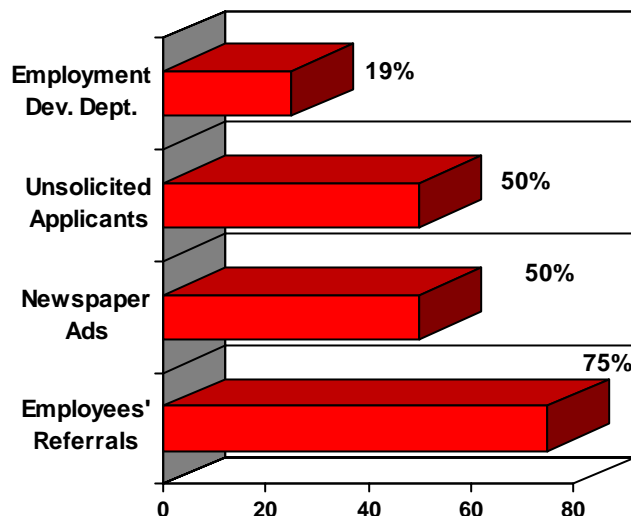
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

- Corona/Norco Career Academy – Regional Occupational Program (ROP)
- Riverside Community College

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS – CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATIONS

OES CODE: 510020

14 FIRMS RESPONDING

DOT: 248.137-018

TITLE: SUPERVISOR, CUST. SERVICE

DOT: 381.137-014

TITLE: SUPERVISORY, SUPPLY

DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.50 - 15.00	\$ 9.60
Experienced/New to Firm:	\$ 5.50 - 25.17	\$11.51
3 + Yrs. Experience with Firm:	\$ 8.00 - 35.00	\$17.85

	F/T*	P/T**
B Medical Insurance	100%	0%
E Dental Insurance	85%	0%
N Vision Insurance	46%	0%
E Life Insurance	54%	0%
F Paid Sick Leave	77%	0%
I Paid Vacation	100%	0%
T Retirement Plan	77%	0%
S Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 100% of all employees surveyed in this occupation work full-time and average 43 hours per week.
- * Employees in the occupation: 42% male and 58% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Large (3,830-4,470)
Growth Rate: Average (.92)
Job Openings: 1,290

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	93%	7%
Projected over the next three years	0%	64%	36%

SUPPLY/DEMAND

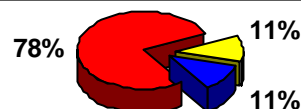
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced- Qualified	36%	14%	7%	43%
Inexperienced	43%	43%	14%	0%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ College but no Degree 78%
■ Associate Degree 11%
■ Bachelor Degree 11%



FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS – CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATIONS

OES CODE: 510020

14 FIRMS RESPONDING

DOT: 248.137-018

TITLE: SUPERVISOR, CUST. SERVICE

DOT: 381.137-014

TITLE: SUPERVISORY, SUPPLY

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	29%	29%	14%	28%
Previous Work Experience Required	0%	14%	14%	72%

Acceptable work experience includes at least 6 months either in supervisory, management, clerical, or oversight duties.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Office management skills
Ability to manage department activities
Ability to plan and organize the work of others
Report writing skills
Supervisory skills
Record keeping skills
Proofreading skills
Ability to hire and assign personnel
Ability to use word processing software
Problem solving skills

PERSONAL OR OTHER:

Willingness to work under close supervision
Ability to pay attention to detail
Ability to work independently
Customer service skills

BASIC:

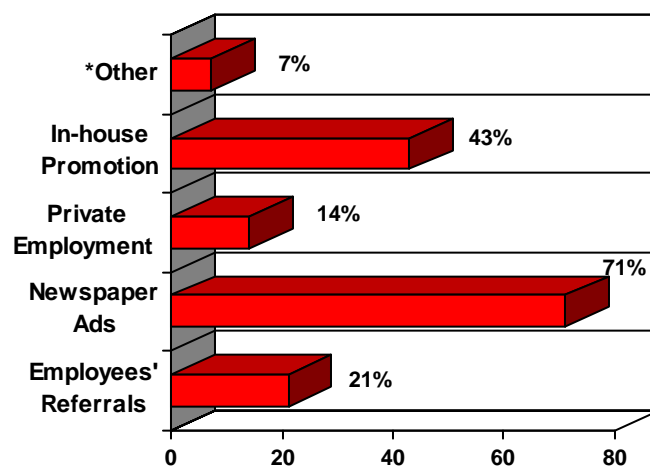
Basic math skills
Ability to read and follow instructions
Oral communication skills

TRAINING PROVIDER

- Chapman University Academic Center
- Executive Business Institute
- La Sierra University
- Mt. San Jacinto College
- Palo Verde College
- Riverside Community College
- University of California, Riverside, (UCR)Extension

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Industry Referrals

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS – SALES AND RELATED OCCUPATIONS

OES CODE: 410020

15 FIRMS RESPONDING

DOT: 187.167-138

TITLE: MANAGER, SALES

DOT: 185.167-046

TITLE: MANAGER, RETAIL STORE

DESCRIPTION

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 16.78	\$11.14
Experienced/New to Firm:	\$ 6.75 - 24.00	\$12.13
3 + Yrs. Experience with Firm:	\$ 8.00 - 40.00	\$15.04

	F/T*	P/T**
B Medical Insurance	100%	7%
E Dental Insurance	93%	7%
N Vision Insurance	71%	0%
E Life Insurance	50%	7%
F Paid Sick Leave	57%	7%
I Paid Vacation	100%	7%
T Retirement Plan	71%	7%
S Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 85% of all employees surveyed in this occupation work full-time, averaging 45 hours per week.
- * 15% of the employees surveyed work part-time, averaging 20 hours per week.
- * Employees in this occupation: 52% male and 48% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000
(County Average Growth Rate 18.0%)

Size: Very Large (3,630-4,320)
Growth Rate: Average (1.07)
Job Openings: 1,130

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	60%	40%
Projected over the next three years	0%	43%	57%

SUPPLY/DEMAND

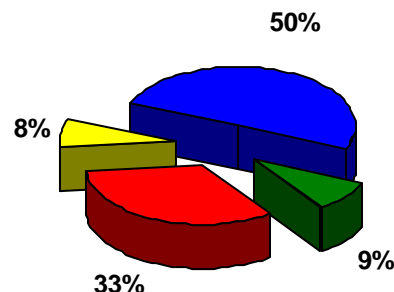
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced- Qualified	40%	7%	20%	33%
Inexperienced	9%	9%	27%	55%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 33%
- College but no Degree 8%
- Associate Degree 50%
- Bachelor Degree 9%



FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS – SALES AND RELATED OCCUPATIONS

OES CODE: 410020

15 FIRMS RESPONDING

DOT: 187.167-138

TITLE: MANAGER, SALES

DOT: 185.167-046

TITLE: MANAGER, RETAIL STORE

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	13%	20%	7%	60%
Previous Work Experience Required	20%	40%	13%	27%

Acceptable work experience includes at least 6 months either as a retail store manager, retail sales, customer service, or supervision.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

- Business math skills
- Ability to manage an activity or department
- Ability to plan and organize the work of others
- Report writing skills
- Ability to apply sales techniques
- Record keeping skills
- Bookkeeping skills
- Ability to hire and assign personnel
- Verbal presentation skills
- Ability to write effectively
- Problem solving skills
- Public contact skills
- Ability to work independently

PERSONAL OR OTHER:

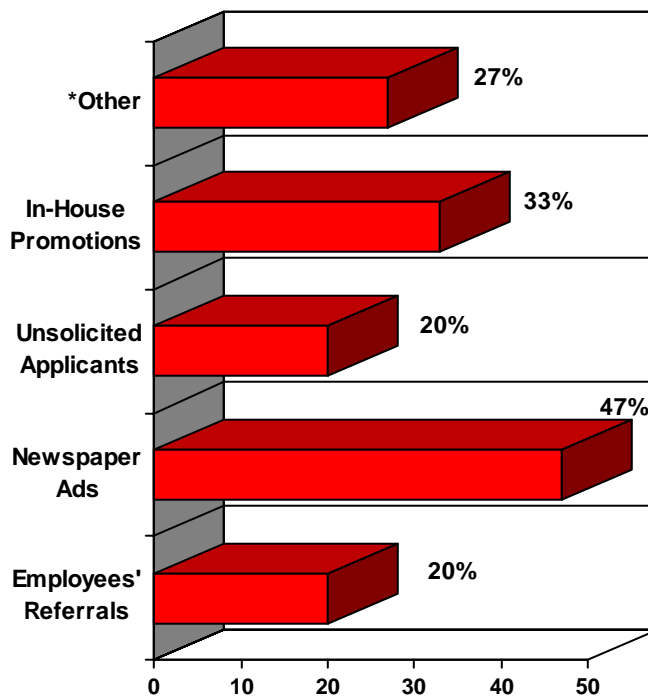
- Understanding of a variety of cultures
- Ability to work independently
- Ability to work under pressure

TRAINING PROVIDER

➤ Career Moves, Inc.

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Internet/Website Ads, Industry Referrals

GUARDS AND WATCH GUARDS

OES CODE: 630470

15 FIRMS RESPONDING

DOT: 372.667-030

TITLE: GATE GUARD

DOT: 372.667-034

TITLE: GUARD, SECURITY

DESCRIPTION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.15 - 10.00	\$ 6.00
Experienced/New to Firm:	\$ 5.15 - 11.99	\$ 6.75
3 + Yrs. Experience with Firm:	\$ 5.35 - 12.00	\$ 7.50

		F/T*	P/T**
B	Medical Insurance	100%	11%
E	Dental Insurance	89%	11%
N	Vision Insurance	56%	11%
E	Life Insurance	89%	11%
F	Paid Sick Leave	56%	0%
I	Paid Vacation	89%	0%
T	Retirement Plan	56%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 85% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- * 10% of the employees surveyed work part-time, averaging 22 hours per week.
- * 5% of the employees surveyed work seasonal, averaging 24 hours per week.
- * Employees in the occupation: 77% male and 23% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Very Large (2,590-3,410)
Growth Rate: Much Faster than Average (1.76)
Job Openings: 1,230

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	13%	40%	47%
Projected over the next three years	0%	60%	40%

SUPPLY/DEMAND

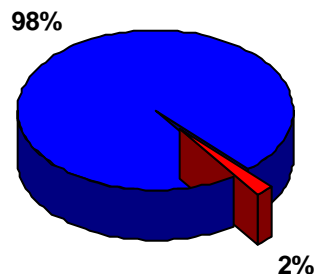
Percent of responding employers indicating difficulty finding qualified applications.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	33%	7%	7%	53%
Inexperienced	47%	13%	7%	33%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 98%
- College but no Degree 2%



GUARDS AND WATCH GUARDS

OES CODE: 630470

15 FIRMS RESPONDING

DOT: 372.667-030

TITLE: GATE GUARD

DOT: 372.667-034

TITLE: GUARD, SECURITY

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	13%	7%	80%
Previous Work Experience Required	53%	13%	13%	21%

Acceptable work experience includes at least 12 months as a guard or in a security position.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to follow security protection procedures
Bondable
Ability to operate video surveillance equipment
Ability to use a baton
Security Guard Registration (Guard Card)
Valid driver's license
Clean police record

PERSONAL OR OTHER:

Public contact skills
Ability to work independently
Willingness to work under close supervision

BASIC:

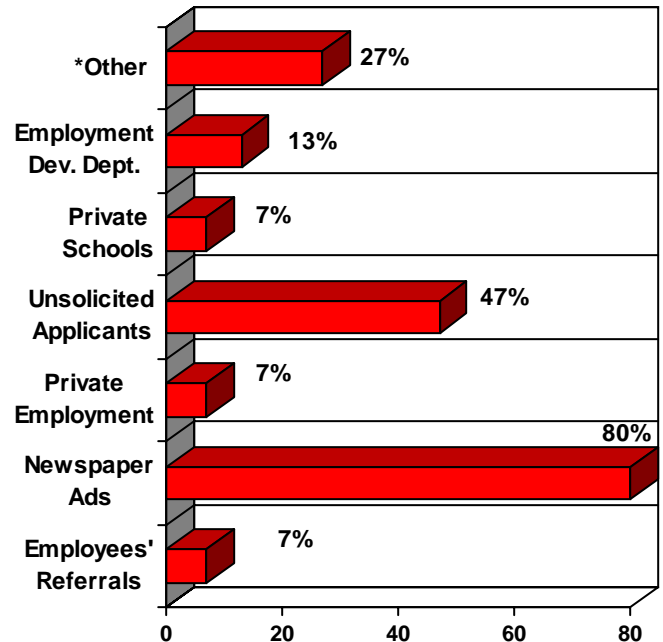
Ability to write legibly
Oral communication skills
Ability to read and follow instructions

TRAINING PROVIDER

- California Career Schools
- Security Officers Training Academy

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Job Fairs, Yellow Pages, or JTPA Training Referrals

HAZARDOUS MATERIALS AND WASTE TECHNICIANS

OES CODE: Non-OES 5 FIRMS RESPONDING

DOT: 955.559-996

TITLE: HAZARDOUS MATERIALS AND WASTE TECHNICIAN

DESCRIPTION

Hazardous Materials and Waste Technicians are responsible for programs involved in the safe use, storage, treatment, transport, and disposal of hazardous materials, as well as source reduction, waste minimization, site remediation, and environmental monitoring.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 13.26 - 13.81	\$ 13.54
Experienced/New to Firm:	\$ 14.84 - 15.82	\$ 15.33
3 + Yrs. Experience with Firm:	\$ 19.71 - 22.29	\$ 21.00

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.97 - 16.78	\$ 14.38
Experienced/New to Firm:	\$16.78 - 20.46	\$ 17.74
3 + Yrs. Experience with Firm:	\$20.62 - 22.16	\$ 21.58

	F/T*	P/T**
B Medical Insurance	100%	0%
E Dental Insurance	100%	0%
N Vision Insurance	100%	0%
E Life Insurance	100%	0%
F Paid Sick Leave	100%	0%
I Paid Vacation	100%	0%
T Retirement Plan	100%	0%
S Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 100% of all union and 75% non-union employees surveyed in this occupation work full-time, averaging 40 hours per week.
- * 25% of the non-union employees surveyed work part-time, averaging 25 hours per week.
- * Employees in this occupation: 74% male and 26% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000
(County Average Growth Rate 18.0%)

No EDD Projections Available

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	100%	0%
Projected over the next three years	0%	80%	20%

SUPPLY/DEMAND

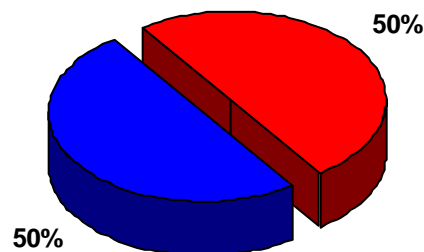
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	60%	20%	20%	0%
Inexperienced	20%	20%	60%	0%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- Bachelor Degree 50%
- Graduate Study 50%



HAZARDOUS MATERIALS AND WASTE TECHNICIANS

OES CODE: Non-OES 5 FIRMS RESPONDING

DOT: 955.559-996

TITLE: HAZARDOUS MATERIALS AND WASTE TECHNICIAN

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	40%	60%	0%
Previous Work Experience Required	20%	20%	20%	40%

Acceptable work experience includes at least 12 months in either environment, safety, or as a hazardous technician.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to apply principles of hazardous and toxic waste
Report writing skills
Record keeping skills
Understanding of collection and sampling techniques
Ability to follow government regulations and reporting
Ability to follow cleanup, decontamination, and disposal procedures
Ability to follow sudden exposure/release emergency procedures

PERSONAL OR OTHER:

Willingness to work with close supervision
Ability to work independently

BASIC:

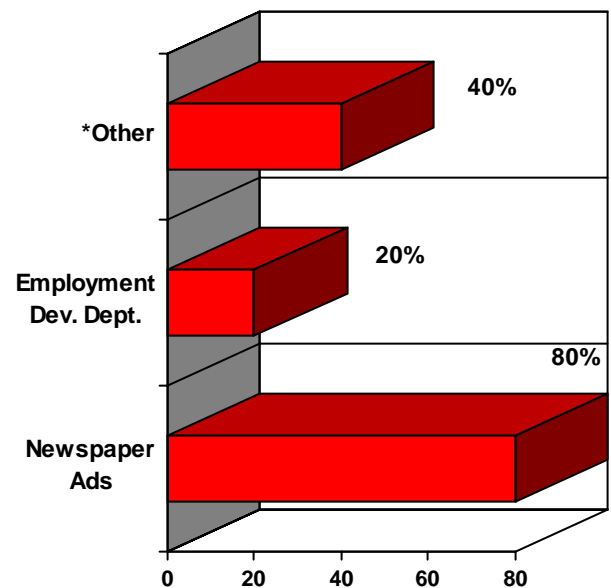
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

- Palo Verde College
- UCR Extension

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: State and County Job Announcements

INSTRUCTORS AND COACHES – SPORTS AND PHYSICAL TRAINING

OES CODE: 313210

14 FIRMS RESPONDING

DOT: 153.227-014 TITLE: INSTRUCTOR, PHYSICAL

DOT: 153.227-018 TITLE: INSTRUCTOR, SPORTS

DESCRIPTION

Sports and Physical Training Instructors and Coaches instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation and observe and inform participants of corrective measures necessary to improve their skills. However, persons required to hold teaching credentials or who coach professional athletic teams are not included in this category.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$11.99 - 11.99	\$11.99
Experienced/New to Firm:	\$13.43 - 13.43	\$13.43
3 + Yrs. Experience with Firm:	\$14.48 - 14.48	\$14.48

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.15 - 16.78	\$ 7.00
Experienced/New to Firm:	\$ 5.50 - 19.18	\$ 7.59
3 + Yrs. Experience with Firm:	\$ 5.50 - 35.96	\$12.57

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	86%	0%
N	Vision Insurance	71%	0%
E	Life Insurance	86%	0%
F	Paid Sick Leave	71%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	71%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 78% union and 15% non-union employees surveyed in this occupation work full-time, averaging 42 hours per week.
- * 12% union and 80% non-union employees surveyed work part-time, averaging 13 hours per week.
- * 10% union and 5% non-union employees work seasonal.
- * Employees in the occupation: Union, 78% male and 22% female. Non-Union 64% male and 36% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 – 2000
(County Average Growth Rate 18.0%)

Size:	Medium (601-947)
Growth Rate:	Much Faster than Average (3.2)
Job Openings:	346

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	50%	50%
Projected over the next three years	0%	71%	29%

SUPPLY/DEMAND

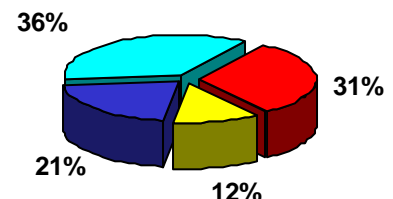
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced- Qualified	47%	7%	0%	46%
Inexperienced	50%	7%	7%	36%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

High School	12%
College but no Degree	21%
Bachelor Degree	36%
Graduate Study	31%



INSTRUCTORS AND COACHES – SPORTS AND PHYSICAL TRAINING

OES CODE: 313210

14 FIRMS RESPONDING

DOT: 153.227-014

TITLE: INSTRUCTOR, PHYSICAL

DOT: 153.227-018

TITLE: INSTRUCTOR, SPORTS

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	22%	7%	7%	64%
Previous Work Experience Required	21%	0%	21%	58%

Acceptable work experience for most employers includes 24 months as a physical education instructor, personal trainer, or athletic education experience. However, some employers will accept one month of work experience.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

- Ability to teach physical education
- Ability to apply teaching techniques
- Ability to administer emergency first aid
- Ability to apply sports techniques
- Knowledge of the rules for various sports
- Ability to perform CPR
- Ability to pass a pre-employment medical examination

PERSONAL OR OTHER:

- Leadership skills
- Understanding of a variety of cultures
- Possession of a clean police record
- Ability to work independently
- Customer service skills
- Ability to exercise patience

BASIC:

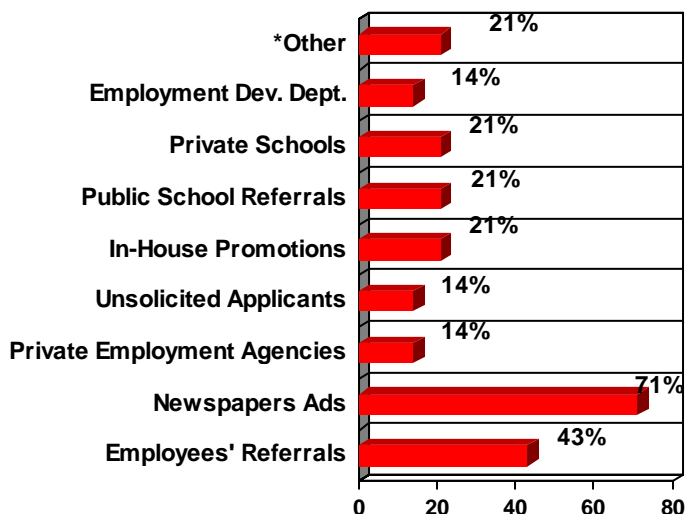
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

TRAINING PROVIDER

➤ Palo Verde College

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Internet Ads, Newsletter Ads

LAN/WAN (LOCAL/WIDE AREA NETWORK) MANAGERS

OES CODE: Non-OES 15 FIRMS RESPONDING

DOT: 031.262-999

TITLE: LAN/WAN (Local/Wide Area Network) Manager

DESCRIPTION

LAN/WAN Managers direct a firm's network and its related computing environment including computer hardware, systems software, application software, and all configurations. They make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They often manage a team of analysts and technicians.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 9.59 - 38.36	\$ 15.58
Experienced/New to Firm:	\$10.55 - 40.92	\$ 21.11
3 + Yrs. Experience with Firm:	\$11.51 - 44.75	\$ 24.00

	F/T*	P/T**
B Medical Insurance	100%	0%
E Dental Insurance	100%	0%
N Vision Insurance	80%	0%
E Life Insurance	93%	0%
F Paid Sick Leave	100%	0%
I Paid Vacation	100%	0%
T Retirement Plan	93%	0%
S Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 88% of all employees surveyed in this occupation work full-time, averaging 45 hours per week.
- * 12% of the employees surveyed work part-time, averaging 15 hours per week.
- * Employees in this occupation: 76% male and 24% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000
(County Average Growth Rate 18.0%)

No EDD Projections Available

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	94%	6%
Projected over the next three years	0%	73%	27%

SUPPLY/DEMAND

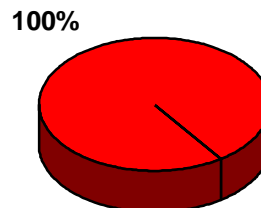
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	20%	27%	27%	26%
Inexperienced	0%	25%	0%	75%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ College but no Degree 100%



LAN/WAN (LOCAL/WIDE AREA NETWORK) MANAGERS

OES CODE: Non-OES 15 FIRMS RESPONDING

DOT: 031.262-999

TITLE: LAN/WAN (Local/Wide Area Network) Manager

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	80%	6%	7%	7%
Previous Work Experience Required	6%	0%	7%	87%

Acceptable work experience includes at least 12 months either in networking, systems management, programming, or LAN management.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to plan and organize training programs
 Knowledge of microcomputer hardware and operating systems
 Ability to use operating manuals
 Understanding of wide area networks (WAN)
 Understanding of local area networks (LAN)
 Ability to analyze data to solve problems
 Ability to troubleshoot
 Ability to conduct cost analysis & propose recommendations
 Knowledge of lease line procedures for WANs
 Ability to evaluate customers' system needs

PERSONAL OR OTHER:

Organizational skills
 Ability to coordinate multiple activities
 Ability to communicate with computer literate staff
 Ability to communicate technical information to non-technical
 Ability to work independently
 Ability to work under pressure

GENERAL SKILLS (cont.)

BASIC:

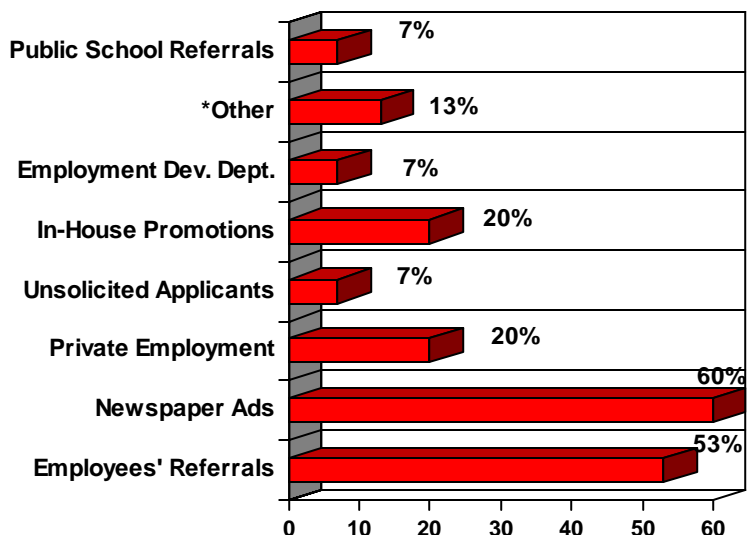
Basic math skills
 Oral communication skills
 Ability to read and follow instructions

TRAINING PROVIDER

- California State University Long Beach
- College of the Desert
- Computer Education Institute
- Computer Learning Center
- Excel Technical College
- New Horizon Computer Learning Center

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Internet, Executive Search

NURSERY WORKERS

OES CODE: 790050

15 FIRMS RESPONDING

DOT: 405.687-014
DOT: 405.687-010

TITLE: HORTICULTURAL WORKER I
TITLE: FLOWER PICKER

DOT: 408.364-010
DOT: 405.687-018

TITLE: PLANT-CARE WORKER
TITLE: TRANSPLANTER, ORCHID

DESCRIPTION

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Workers whose primary duties involve sales or cashing are not included.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 7.00	\$ 5.15
Experienced/New to Firm:	\$ 5.15 - 9.00	\$ 5.75
3 + Yrs. Experience with Firm:	\$ 5.75 - 10.00	\$ 7.50

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	25%	0%
N	Vision Insurance	25%	0%
E	Life Insurance	17%	0%
F	Paid Sick Leave	42%	0%
I	Paid Vacation	83%	0%
T	Retirement Plan	17%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 79% of all employees surveyed in this occupation work full-time, averaging 45 hours per week.
- * 2% of the employees surveyed work part-time, averaging 30 hours per week
- * 19% of the employees surveyed work seasonal, averaging 48 hours per week.
- * Employees in this occupation: 90% male and 10% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Small (310-420)
Growth Rate: Much faster than Average (1.97)
Job Openings: 190

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	13%	67%	20%
Projected over the next three years	7%	20%	73%

SUPPLY/DEMAND

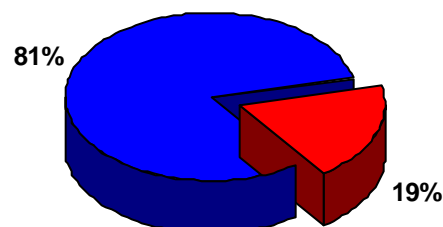
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	53%	27%	13%	7%
Inexperienced	67%	20%	13%	0%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ Less than High School 81%
■ High School 19%



NURSERY WORKERS

OES CODE: 790050

15 FIRMS RESPONDING

DOT: 405.687-014
DOT: 405.687-010

TITLE: HORTICULTURAL WORKER I
TITLE: FLOWER PICKER

DOT: 408.364-010
DOT: 405.687-018

TITLE: PLANT-CARE WORKER
TITLE: TRANSPLANTER, ORCHID

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	7%	0%	93%
Previous Work Experience Required	86%	0%	7%	7%

Acceptable work experience includes at least 6 months as a nursery worker or laborer.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to apply sales techniques
Knowledge of horticulture
Knowledge of gardening tools
Knowledge of pesticides and herbicides

PHYSICAL:

Ability to lift at least 100 lbs. repeatedly

PERSONAL OR OTHER:

Ability to work independently
Public contact skills
Willingness to work with close supervision
A valid driver's license

BASIC:

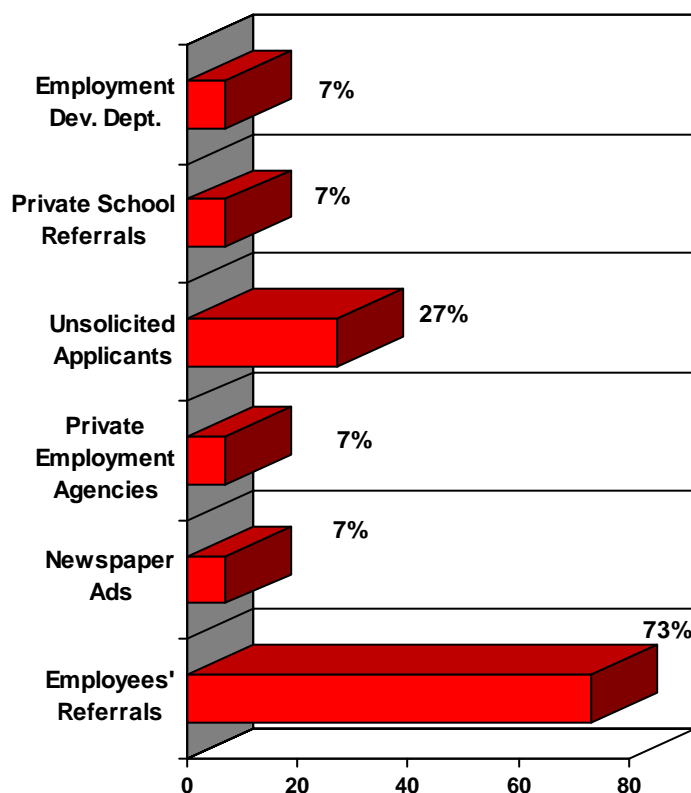
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

➤ College of the Desert

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



OPTICIANS – DISPENSING AND MEASURING

OES CODE: 325140

15 FIRMS RESPONDING

DOT: 299.361-014 TITLE: OPTICIAN, APPRENTICE, DISP.

DOT: 299.361-010

TITLE: OPTICIAN, DISPENSING

DESCRIPTION

Opticians design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescriptions. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.15 - 10.00	\$ 7.00
Experienced/New to Firm:	\$ 5.50 - 12.00	\$ 8.50
3 + Yrs. Experience with Firm:	\$ 7.00 - 13.00	\$10.00

	F/T*	P/T**
B Medical Insurance	100%	0%
E Dental Insurance	64%	0%
N Vision Insurance	64%	0%
E Life Insurance	45%	0%
F Paid Sick Leave	64%	0%
I Paid Vacation	82%	0%
T Retirement Plan	64%	0%
S Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 83% of all employees surveyed in this occupation work full-time, averaging 39 hours per week.
- * 17% of the employees surveyed work part-time, averaging 23 hours per week.
- * Most employees in the occupation are female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Small (190-230)
Growth Rate: Faster than Average (1.17)
Job Openings: 60

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	7%	33%	60%
Projected over the next three years	0%	53%	47%

SUPPLY/DEMAND

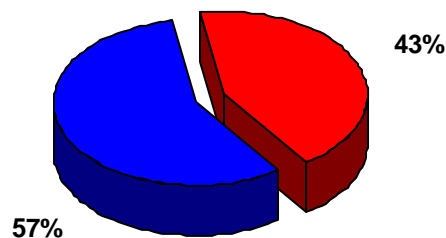
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced- Qualified	33%	7%	13%	47%
Inexperienced	43%	0%	29%	28%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 57%
- College but no Degree 43%



OPTICIANS – DISPENSING AND MEASURING

OES CODE: 325140

15 FIRMS RESPONDING

DOT: 299.361-014 TITLE: OPTICIAN, APPRENTICE, DISP.

DOT: 299.361-010

TITLE: OPTICIAN, DISPENSING

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	20%	27%	7%	46%
Previous Work Experience Required	67%	7%	13%	13%

Acceptable work experience includes at least 6 months either as a dispensing optician or related field.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Knowledge of algebra
Ability to operate precision measuring instruments
Ability to operate optical instruments
Ability to apply sales techniques
Ability to read prescriptions for corrective lenses
Knowledge of ophthalmic optics
Knowledge of optometry
Contact lens fitting skills

PHYSICAL:

Good vision
Good color perception

PERSONAL OR OTHER:

Willingness to work under close supervision
Public contact skills
Ability to work independently
Customer service skills

BASIC:

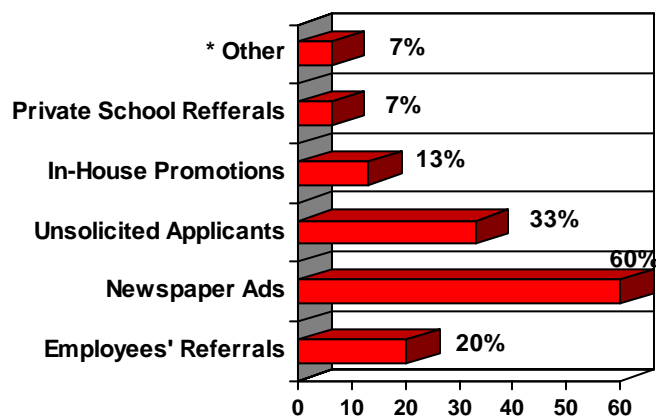
Basic math skills
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

TRAINING PROVIDER

- Optical School of California
- Corinthian School-Skadron

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Industry Referrals

PHARMACY TECHNICIANS

OES CODE: 325181

15 FIRMS RESPONDING

DOT: 074.382-010

TITLE: PHARMACY TECHNICIAN

DOT: 355.374-014

TITLE: CERT.MEDICATION TECH

DESCRIPTION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 9.00 - 12.50	\$10.79
Experienced/New to Firm:	\$ 9.00 - 14.38	\$12.25
3 + Yrs Experience with Firm:	\$12.00 - 16.78	\$14.00

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 7.00 - 10.00	\$ 9.00
Experienced/New to Firm:	\$ 7.00 - 13.50	\$ 9.00
3 + Yrs Experience with Firm:	\$ 8.40 - 18.00	\$12.00

		F/T*	P/T**
B	Medical Insurance	100%	21%
E	Dental Insurance	71%	21%
N	Vision Insurance	64%	21%
E	Life Insurance	57%	14%
F	Paid Sick Leave	71%	21%
I	Paid Vacation	93%	21%
T	Retirement Plan	71%	14%
S	Child Care	7%	7%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 78% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- * 22% of the employees surveyed work part-time, averaging 23 hours per week.
- * Employees in this occupation: 14% male and 86% female.

EMPLOYMENT TRENDS

**RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000**
(County Average Growth Rate 18.0%)

Size: Small (170-210)
Growth Rate: Faster than Average (1.30)
Job Openings: 60

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	6%	67%	27%
Projected over the next three years	20%	40%	40%

SUPPLY/DEMAND

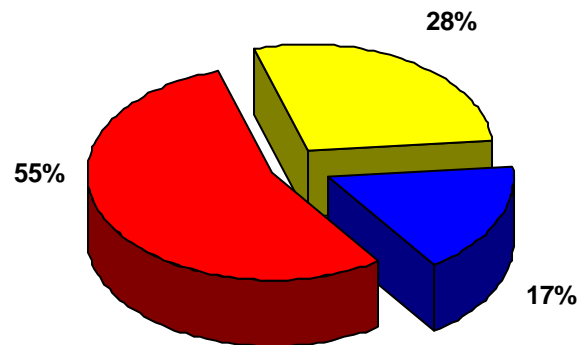
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	60%	0%	7%	33%
Inexperienced	57%	7%	14%	22%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■	High School 55%
■	College but no Degree 28%
■	Associate Degree 17%



PHARMACY TECHNICIANS

OES CODE: 325181

15 FIRMS RESPONDING

DOT: 074.382-010

TITLE: PHARMACY TECHNICIAN

DOT: 355.374-014

TITLE: CERT.MEDICATION TECH

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	27%	27%	0%	46%
Previous Work Experience Required	13%	20%	20%	47%

Acceptable work experience includes at least 6 months as pharmacy technician, pharmacy clerk, or pharmacy tech. intern.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Computer skills
 Knowledge of chemical compounds
 Ability to complete and explain insurance forms
 Ability to calculate weights and measurements
 Ability to apply sterilization techniques
 Ability to measure and calculate using metrics
 Ability to accurately record and report information
 Ability to write effectively
 Ability to follow government regulations and reporting requirements
 Ability to type at least 30 wpm

PERSONAL:

Willingness to work with close supervision
 Ability to pay attention to detail
 Public contact skills
 Ability to work independently

BASIC:

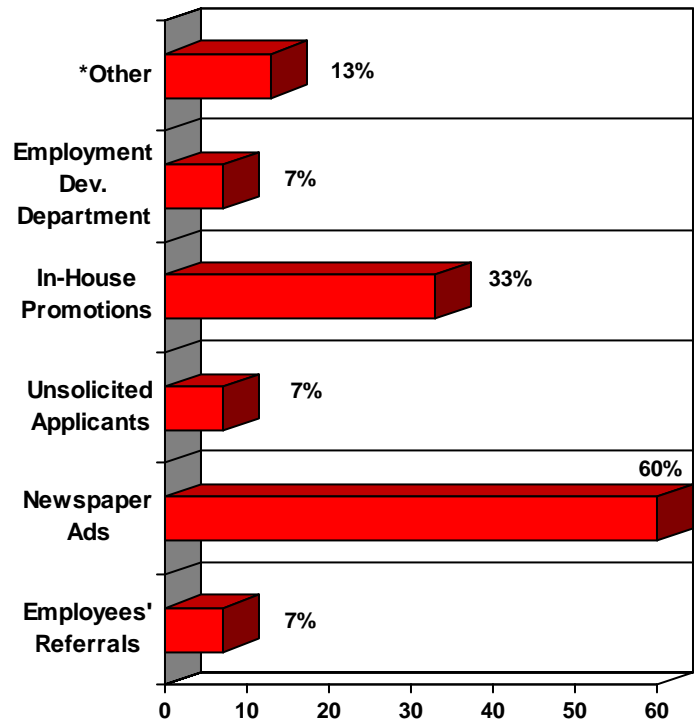
Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

TRAINING PROVIDER

- California Paramedical & Technical College
- Healthstaff Training Institute
- Loma Linda University Medical Center Education & Training Department

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Other Pharmacy Referrals

PHYSICAL THERAPISTS

OES CODE: 323080

15 FIRMS RESPONDING

DOT: 076.121-014

TITLE: PHYSICAL THERAPISTS

DESCRIPTION

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.71 - 31.17	\$20.26
Experienced/New to Firm:	\$12.95 - 33.56	\$23.01
3 + Yrs. Experience with Firm:	\$21.31 - 38.36	\$26.37

		F/T*	P/T**
B	Medical Insurance	100%	14%
E	Dental Insurance	79%	7%
N	Vision Insurance	64%	7%
E	Life Insurance	14%	0%
F	Paid Sick Leave	86%	14%
I	Paid Vacation	86%	14%
T	Retirement Plan	79%	14%
S	Child Care	0%	0%

*F/T = Full-Time **P/T = Part-Time

WORK PATTERNS

- * 71% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- * 29% of the employees surveyed work part-time, averaging 20 hours per week.
- * Employees in this occupation: 34% male and 66% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 – 2000 (County Average Growth Rate 18.0%)

Size: Small (220 - 310)
Growth Rate: Faster than Average (2.27)
Job Openings: 120

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	20%	33%	47%
Projected over the next three years	13%	13%	74%

SUPPLY/DEMAND

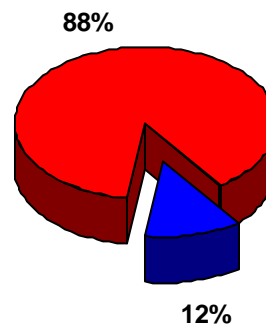
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	53%	0%	13%	34%
Inexperienced	43%	29%	7%	21%

EDUCATION & TRAINING

Surveyed employers report the following education levels for recent hires:

■ Bachelor Degree 12%
■ Graduate Study 88%



PHYSICAL THERAPISTS

OES CODE: 323080

15 FIRMS RESPONDING

DOT: 076.121-014

TITLE: PHYSICAL THERAPIST

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	20%	13%	7%	60%
Previous Work Experience Required	47%	27%	20%	6%

Acceptable work experience includes at least 16 months as a physical therapist.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Record keeping skills
Knowledge of geriatrics
Knowledge of sports medicine
Knowledge of cardiac rehabilitation

PHYSICAL:

Manual dexterity
Possession of mechanical aptitude

PERSONAL OR OTHER:

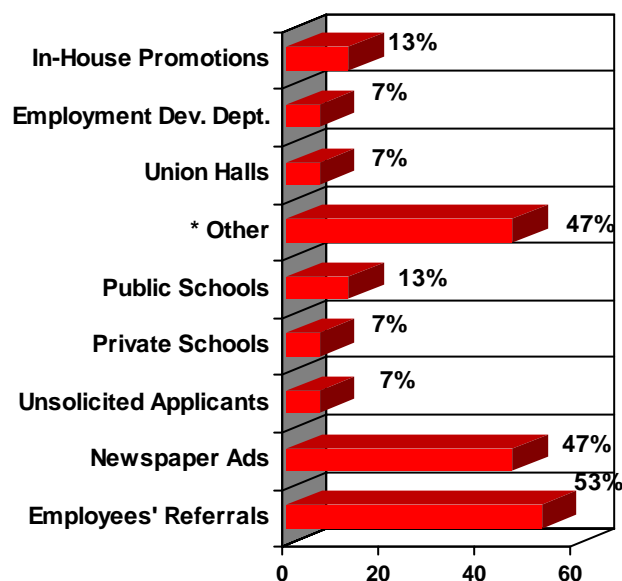
Ability to exercise patients
Customer service skills
Willingness to work with close supervision
Ability to work independently
Willingness to work part-time
Willingness to work nights, weekends, and holidays
Public contact skills
Ability to work independently
Ability to work under pressure

TRAINING PROVIDER

- La Sierra University
- Loma Linda University Medical Center Education & Training Department

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Professional Journals, Hospital Posting, and Intern Programs

PHYSICIANS' ASSISTANTS

OES CODE: 325110

7 FIRMS RESPONDING

DOT: 079.364-018

TITLE: PHYSICIANS' ASSISTANT

DESCRIPTION

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$23.01 - 35.00	\$ 28.00
Experienced/New to Firm:	\$19.18 - 37.50	\$ 29.00
3 + Yrs. Experience with Firm:	\$23.97 - 40.00	\$ 33.24

		F/T*	P/T**
B	Medical Insurance	71%	0%
E	Dental Insurance	71%	0%
N	Vision Insurance	43%	0%
E	Life Insurance	71%	0%
F	Paid Sick Leave	100%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	71%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 80% of all employees surveyed in this occupation work full-time, averaging 44 hours per week.
- * 20% of the employees surveyed work part-time, averaging 22 hours per week.
- * Employees in this occupation: 80% male and 20% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Small (110-130)
Growth Rate: Average (1.01)
Job Openings: 30

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	57%	43%
Projected over the next three years	0%	43%	57%

SUPPLY/DEMAND

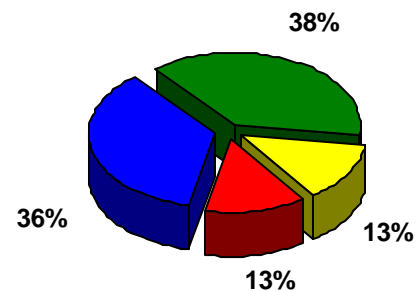
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	57%	0%	43%	0%
Inexperienced	20%	0%	60%	20%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- College but no Degree 13%
- Associate Degree 36%
- Bachelor Degree 38%
- Graduate Study 13%



PHYSICIANS' ASSISTANTS

OES CODE: 325110

7 FIRMS RESPONDING

DOT: 079.364-018

TITLE: PHYSICIANS' ASSISTANT

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	14%	29%	57%	0%
Previous Work Experience Required	14%	14%	29%	43%

Acceptable work experience includes at least 6 months either as a medical assistant or physicians' assistant.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to administer injections
 Ability to administer medications
 Ability to interview others for information
 Ability to record conditions of patients
 Ability to maintain progress notes and treatment summaries
 Ability to assist with examinations
 Ability to maintain appointment calendar

PHYSICAL:

Good vision
 Good hearing
 Emotionally stable
 Ability to stand continuously for 2 or more hours

PERSONAL OR OTHER:

Ability to relate to patients
 Willingness to work with close supervision
 Ability to work independently
 Ability to work under pressure

BASIC:

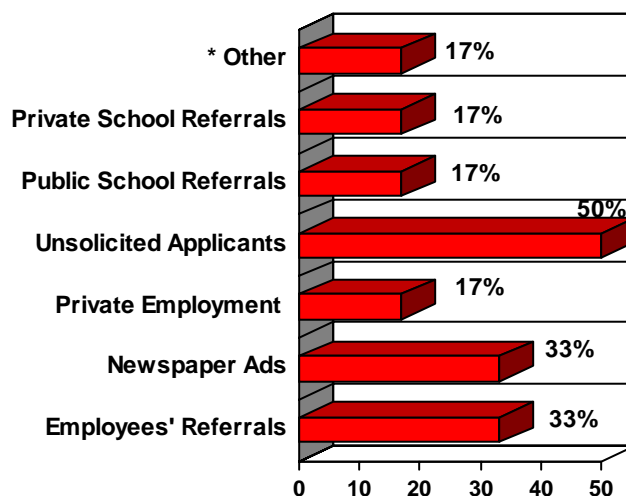
Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

TRAINING PROVIDER

➤ Riverside Community College

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Medical Staffing Referrals

PLASTIC MOLDING, CASTING MACHINE OPERATORS AND TENDERS

OES CODE: 919050

15 FIRMS RESPONDING

DOT: 556.685-038
DOT: 556.685-022

TITLE: INJECTION-MOLDING MACH. OPE.
TITLE: COMPRESSION-MOLD. MACH.TEN.

DOT: 556.685-086
DOT: 556.685-010

TITLE: BLOW-MOLD.MACH. TEN.
TITLE: CENT.-CAST. MACH.TEN.

DESCRIPTION

Plastic Molding and Casting Machine Operators and Tenders operate or tend plastic molding machines, such as compression or injection molding machines, to mold, form, or cast plastic products to specified shapes from thermoplastic materials. Workers who set up the machines are not included in this category.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.15 - 6.50	\$ 5.50
Experienced/New to Firm:	\$ 5.15 - 8.00	\$ 5.50
3 + Yrs Experience with Firm:	\$ 6.00 - 10.50	\$ 7.50

		F/T*	P/T**
B	Medical Insurance	92%	0%
E	Dental Insurance	38%	0%
N	Vision Insurance	23%	0%
E	Life Insurance	31%	0%
F	Paid Sick Leave	31%	0%
I	Paid Vacation	69%	0%
T	Retirement Plan	23%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 92% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- * 8% of the employees surveyed work temporary/on call, averaging 42 hours per week.
- * Employees in this occupation: 37% male and 63% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Small (190-290)
Growth Rate: Much Faster than Average (1.76)
Job Openings: 140

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	47%	53%
Projected over the next three years	0%	47%	53%

SUPPLY/DEMAND

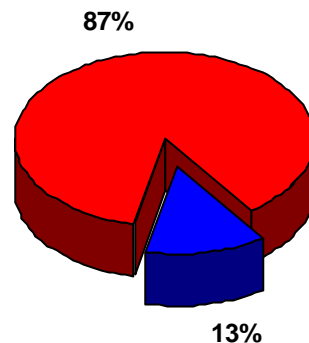
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	60%	13%	20%	7%
Inexperienced	67%	7%	13%	13%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ Less than High School 13%
■ High School 87%



PLASTIC MOLDING, CASTING MACHINE OPERATORS AND TENDERS

OES CODE: 919050

15 FIRMS RESPONDING

DOT: 556.685-038
DOT: 556.685-022

TITLE: INJECTION-MOLDING MACH. OPE.
TITLE: COMPRESSION-MOLD. MACH.TEN.

DOT: 556.685-086
DOT: 556.685-010

TITLE: BLOW-MOLD.MACH. TEN.
TITLE: CENT.-CAST. MACH.TEN.

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	20%	7%	73%
Previous Work Experience Required	87%	7%	0%	6%

Acceptable work experience includes at least 6 months either as a machine operator or similar work.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Knowledge of the properties of plastic
Understanding of vacuum molding
Understanding of cold molding
Understanding of injection molding
Understanding of compression molding
Ability to use a computer terminal

PHYSICAL:

Good eye-hand coordination
Manual dexterity
Ability to stand for prolonged periods
Ability to tolerate dust and unpleasant odors

PERSONAL OR OTHER:

Pass a work performance test
Willingness to work with close supervision
Ability to work independently

BASIC:

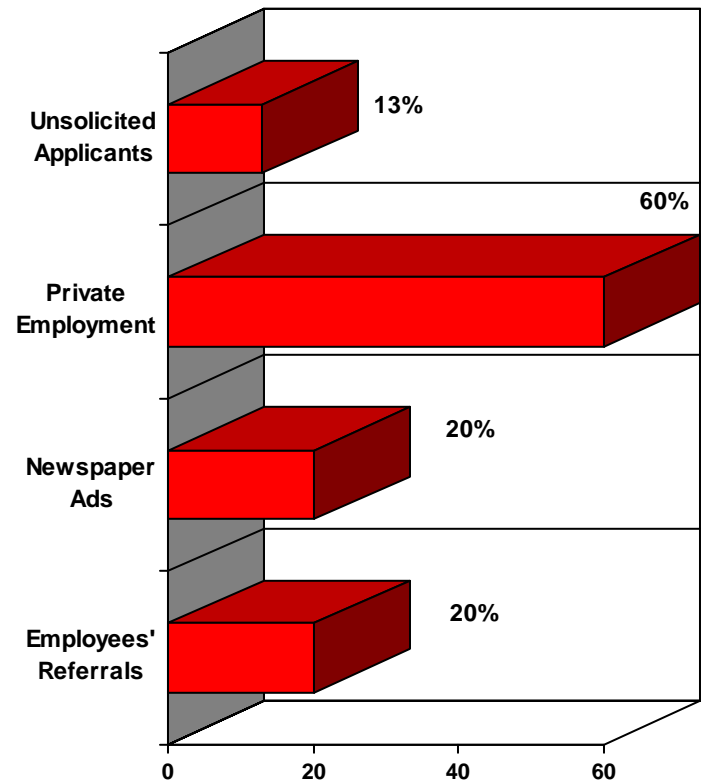
Shop math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

➤ Upon completion of our research of this occupation, no training provider was found in Riverside County.

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS

OES CODE: 830050

15 FIRMS RESPONDING

DOT: 529.687-114

TITLE: INSPECTOR

DOT: 579.367-010

TITLE: QUALITY CONTROL INSPECTOR

DESCRIPTION

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$16.78 - 16.78	\$ 16.78
Experienced/New to Firm:	\$16.78 - 16.78	\$ 16.78
3 + Yrs Experience with Firm:	\$24.93 - 24.93	\$ 24.93

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.50 - 12.50	\$ 8.50
Experienced/New to Firm:	\$ 6.50 - 13.50	\$10.00
3 + Yrs. Experience with Firm:	\$ 9.00 - 20.00	\$13.25

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	50%	0%
N	Vision Insurance	36%	0%
E	Life Insurance	43%	0%
F	Paid Sick Leave	50%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	43%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 94% of all employees surveyed in this occupation work full-time, averaging 41 hours per week.
- * 6% of the employees surveyed work part-time, averaging 21 hours per week.
- * Employees in the occupation: 64% male and 36% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000
(County Average Growth Rate 18.0%)

Size: Medium (670-790)
Growth Rate: Average (.99)
Job Openings: 230

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	53%	47%
Projected over the next three years	0%	47%	53%

SUPPLY/DEMAND

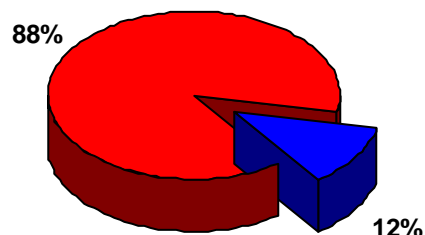
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced - Qualified	20%	0%	33%	47%
Inexperienced	40%	10%	30%	20%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 88%
- Associate Degree 12%



PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS

OES CODE: 830050

15 FIRMS RESPONDING

DOT: 529.687-114

TITLE: INSPECTOR

DOT: 579.367-010

TITLE: QUALITY CONTROL INSPECTOR

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	27%	13%	7%	53%
Previous Work Experience Required	13%	27%	0%	60%

Acceptable work experience includes at least 6 months as a material inspector, test technician, medical inspector, aircraft assembly inspector, quality control inspector, or related field.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to operate inspection equipment
Ability to calculate

PHYSICAL:

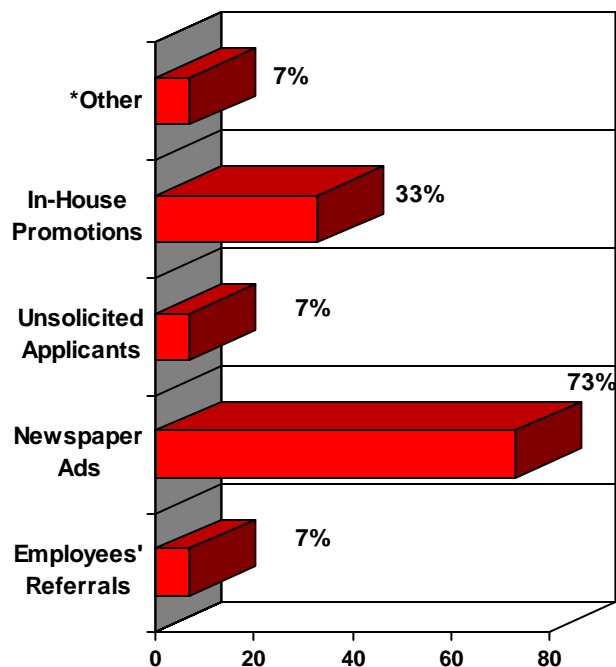
Ability to use hands, arms and fingers
Good eye-hand coordination
Physical stamina
Possession of good color perception
Ability to stand continuously for 2 or more hours
Ability to perform routine, repetitive work
Ability to work as part of a team
Willingness to work overtime
Ability to work independently
Ability to work under pressure

TRAINING PROVIDER

➤ Upon completion of our research of this occupation, no training provider was found in Riverside County.

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: College Student Referrals

PRODUCTION, PLANNING, AND EXPEDITING CLERKS

OES CODE: 580080

15 FIRMS RESPONDING

DOT: 248.167-010
DOT: 913.167-018

TITLE: LABOR EXPEDITER
TITLE: SCHEDULE MAKER

DOT: 912.367-010
DOT: 215.362-014

TITLE: FLIGHT INFO. EXPEDITER
TITLE: DISPATCHER CLERK

DESCRIPTION

The duties of Production, Planning, and Expediting Clerks are primarily clerical in nature and involve coordinating and expediting the flow of work and materials within or between departments of an establishment according to production schedules. This includes reviewing and distributing production schedules and work orders, conferring with department supervisors to determine progress of work and completion dates, and compiling reports on progress of work and production problems. Their duties may also include scheduling workers and estimating costs, routing and delivering parts to ensure production quotas are met, and scheduling shipment of parts. They may keep an inventory of materials.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.52 - 13.43	\$ 9.59
Experienced/New to Firm:	\$ 5.11 - 14.86	\$ 12.00
3 + Yrs. Experience with Firm:	\$ 5.11 - 17.50	\$ 14.82

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	77%	0%
N	Vision Insurance	62%	0%
E	Life Insurance	38%	0%
F	Paid Sick Leave	38%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	46%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 100% of all employees surveyed in this occupation work full-time, averaging 44 hours per week.
- * Employees in this occupation: 64% male and 36% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Medium (450-560)
Growth Rate: Faster than Average (1.38)
Job Openings: 180

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	60%	40%
Projected over the next three years	0%	53%	47%

SUPPLY/DEMAND

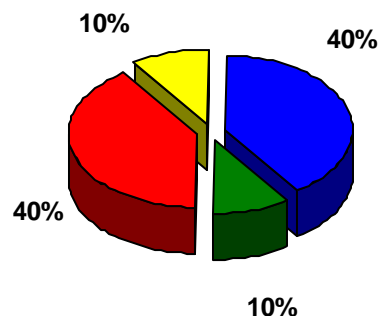
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	13%	13%	13%	61%
Inexperienced	18%	9%	0%	73%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 10%
- College but no Degree 40%
- Associate Degree 10%
- Bachelor Degree 40%



PRODUCTION, PLANNING, AND EXPEDITING CLERKS

OES CODE: 580080

15 FIRMS RESPONDING

DOT: 248.167-010
DOT: 913.167-018

TITLE: LABOR EXPEDITER
TITLE: SCHEDULE MAKER

DOT: 912.367-010
DOT: 215.362-014

TITLE: FLIGHT INFO. EXPEDITER
TITLE: DISPATCHER CLERK

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	40%	13%	13%	34%
Previous Work Experience Required	13%	7%	27%	53%

Acceptable work experience includes at least 6 months either in commercial printing, plastic industry, expediting, purchasing, inspecting, supervising, production, controller, or related field.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to create and implement production plans
Ability to plan and organize the work of others
Record keeping skills
Understanding of FIFO (first-in first-out) inventory mgmt
Ability to apply materials resource planning (MRP) techniques
Cost estimating skills
Ability to analyze data to solve problems
Problem solving skills
Ability to apply inventory control methods

PHYSICAL:

Ability to stand for prolonged periods

PERSONAL OR OTHER:

Willingness to work with close supervision
Ability to work independently
Ability to think logically
Ability to work under pressure

BASIC:

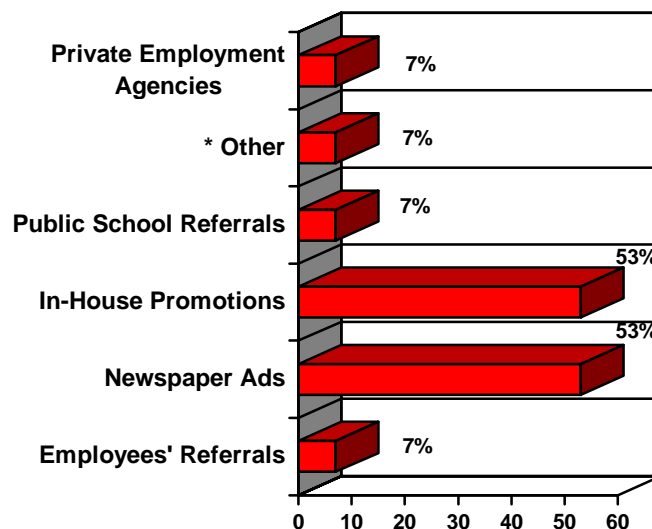
Basic math skills
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

TRAINING PROVIDER

➤ Upon completion of our research of this occupation, no training provider was found in Riverside County.

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Industry Referrals

RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC

OES CODE: 329210

15 FIRMS RESPONDING

DOT: 078.162-010

TITLE: RADIOLOGIC TECH., CHIEF

DOT: 078.362-026

TITLE: RADIOLOGIC TECH.

DESCRIPTION

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as radiographers.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 7.00 - 18.00	\$12.00
Experienced/New to Firm:	\$10.00 - 18.00	\$14.50
3 + Yrs. Experience with Firm:	\$10.00 - 23.00	\$15.00

		F/T*	P/T**
B	Medical Insurance	100%	15%
E	Dental Insurance	100%	15%
N	Vision Insurance	62%	0%
E	Life Insurance	92%	15%
F	Paid Sick Leave	92%	15%
I	Paid Vacation	100%	15%
T	Retirement Plan	85%	15%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 77% of all employees surveyed in this occupation work full-time, averaging 47 hours per week.
- * 23% of the employees surveyed work part-time, averaging 27 hours per week.
- * Employees in this occupation: 33% male and 67% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Medium (460-620)
Growth Rate: Much Faster than Average (1.97)
Job Openings: 210

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	67%	33%
Projected over the next three years	0%	67%	33%

SUPPLY/DEMAND

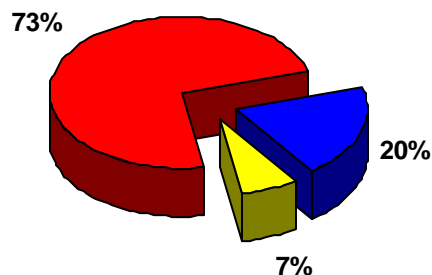
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced - Qualified	74%	13%	13%	0%
Inexperienced	84%	0%	8%	8%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- Less than High School 7%
- High School 73%
- College but no Degree 20%



RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC

OES CODE: 329210

15 FIRMS RESPONDING

DOT: 078.162-010

TITLE: RADIOLOGIC TECH., CHIEF

DOT: 078.362-026

TITLE: RADIOLOGIC TECH.

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	40%	0%	0%	60%
Previous Work Experience Required	40%	7%	13%	40%

Acceptable work experience includes at least 4 months either as an X-ray Technician, CAT Scan Technician, or Radiologic Technician.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to use film developing equipment
Record keeping skills
CAT scanning skills
Ability to apply transferring techniques moving patients
Ability to take vital signs
ARRT registration
Possession of a State CRT Certification
Knowledge of medical terminology

PHYSICAL:

Ability to stand continuously for 2 or more hours

PERSONAL OR OTHER:

Willingness to work with close supervision
Public contact skills
Ability to work independently
Ability to work under pressure

BASIC:

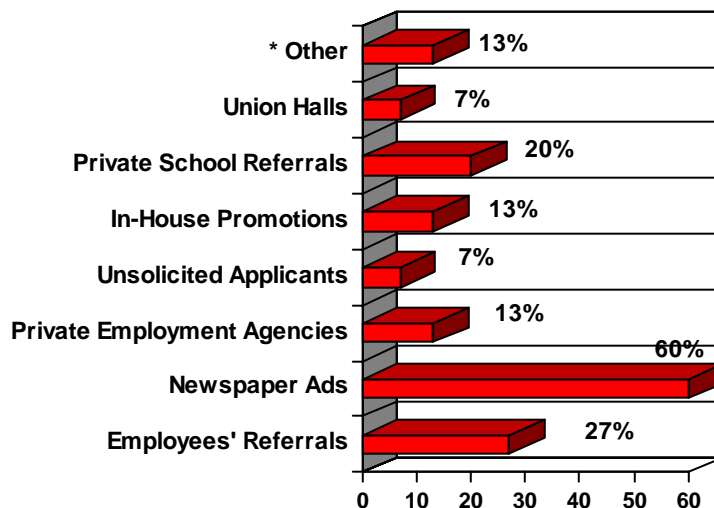
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

➤ Nova Health Technology

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Hospital Referrals, Medical Magazine Ads

SALESPERSONS – RETAIL (EXCEPT VEHICLE SALES)

OES CODE: 490112

15 FIRMS RESPONDING

DOT: 279.357-054
DOT: 299.677-010

TITLE: SALES PERSON, GEN. MERCH.
TITLE: SALES ATTENDANT

DOT: 290.477-014
DOT: 277.357-058

TITLE: SALES CLERK
TITLE: SALES REP. SPORTING

DESCRIPTION

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash, by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Workers who work primarily as cashiers are not included in this category.

WAGES/BENEFITS

Non Union

	Range	Median
Entry Level/No Experience:	\$ 5.15 - 10.00	\$ 5.28
Experienced/New to Firm:	\$ 5.15 - 18.00	\$ 6.00
3 + Yrs. Experience with Firm:	\$ 6.00 - 25.00	\$ 7.63

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	100%	8%
E	Dental Insurance	92%	8%
N	Vision Insurance	58%	0%
E	Life Insurance	83%	8%
F	Paid Sick Leave	75%	25%
I	Paid Vacation	75%	25%
T	Retirement Plan	75%	8%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 35% of all employees surveyed in this occupation work full-time, averaging 38 hours per week.
- * 65% of the employees surveyed work part-time, averaging 23 hours per week.
- * Employees in this occupation: 42% male and 58% females.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Very Large (13,750-15,260)
Growth Rate: Slower than Average (0.61)
Job Openings: 5,100

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	7%	33%	60%
Projected over the next three years	7%	40%	53%

SUPPLY/DEMAND

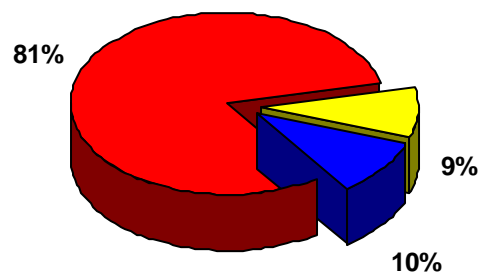
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	40%	0%	27%	33%
Inexperienced	60%	7%	20%	13%

EDUCATION & TRAINING

Surveyed employers report the following educational levels of recent hires:

High School	81%
College but no Degree	9%
Bachelor Degree	10%



SALESPERSONS – RETAIL (EXCEPT VEHICLE SALES)

OES CODE: 490112

15 FIRMS RESPONDING

DOT: 279.357-054
DOT: 299.677-010

TITLE: SALES PERSON, GEN. MERCH.
TITLE: SALES ATTENDANT

DOT: 290.477-014
DOT: 277.357-058

TITLE: SALES CLERK
TITLE: SALES REP. SPORTING

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	0%	0%	100%
Previous Work Experience Required	87%	7%	6%	0%

Acceptable work experience includes at least 6 months either as a salesperson or customer service representative.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to apply sales techniques
Understanding of inventory techniques
Ability to make change
Ability to operate cash register

PERSONAL OR OTHER:

Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Good grooming habits
Ability to work independently
Customer service skills

BASIC:

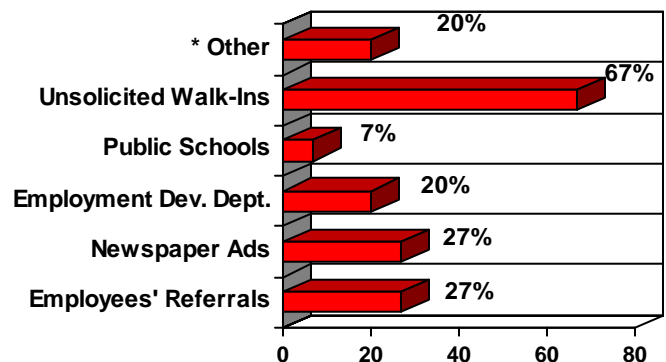
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

- Arlington High School – Regional Occupational Program (ROP)
- Beaumont High School – ROP
- Canyon Springs High School – ROP
- Coachella Valley High School – ROP
- Computer Skills Center
- Corona/Norco Career Academy – ROP
- Elsinore High School – ROP
- Goodwill Industries of the Inland Counties, Inc.
- Hemet High School – ROP
- La Sierra High School – ROP
- Norte Vista High School – ROP
- North High School – ROP
- Perris Union High School – ROP
- Poly High School – ROP
- Ramona High School – ROP
- Rancho Verde High School – ROP
- Riverside Unified School District, Educational Options Center – ROP
- Rubidoux High School – ROP
- Sherman Indian High School – ROP
- Temecula Valley High School – ROP

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Flyers, Industry Referrals

SALES REPRESENTATIVES – EXCEPT SCIENTIFIC AND RELATED PRODUCTS, SERVICES AND RETAIL

OES CODE: 490080

15 FIRMS RESPONDING

DOT: 279.357-014

TITLE: SALES REPS. GENERAL

DOT: 279.357-030

TITLE: SALES REPS., PLASTIC

DESCRIPTION

Sales Representatives, except scientific and related products, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 20.78	\$ 9.59
Experienced/New to Firm:	\$ 8.00 - 21.58	\$13.43
3 + Yrs. Experience with Firm:	\$ 9.00 - 42.62	\$16.30

		F/T*	P/T**
B	Medical Insurance	100%	7%
E	Dental Insurance	80%	0%
N	Vision Insurance	53%	0%
E	Life Insurance	40%	0%
F	Paid Sick Leave	67%	0%
I	Paid Vacation	87%	7%
T	Retirement Plan	60%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 98% of all employees surveyed in this occupation work full-time, averaging 47 hours per week.
- * 2% of the employees surveyed work part-time, averaging 29 hours per week.
- * Employees in this occupation: 70% male and 30% female.

EMPLOYMENT TRENDS

**RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000**
(County Average Growth Rate 18.0%)

Size: Large (2,470-2,950)
Growth Rate: Average (1.08)
Job Openings: 880

EMPLOYMENT TRENDS

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	53%	47%
Projected over the next three years	0%	40%	60%

SUPPLY/DEMAND

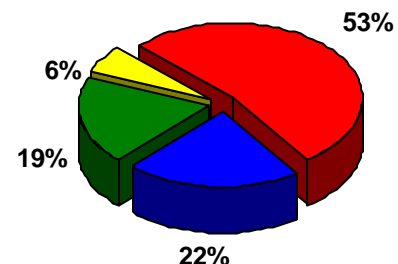
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	33%	7%	27%	33%
Inexperienced	10%	30%	10%	50%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ High School	22%
■ College but no Degree	19%
■ Associate Degree	6%
■ Bachelor Degree	53%



SALES REPRESENTATIVES – EXCEPT SCIENTIFIC AND RELATED PRODUCTS, SERVICES AND RETAIL

OES CODE: 490080

15 FIRMS RESPONDING

DOT: 279.357-014

TITLE: SALES REPS. GENERAL

DOT: 279.357-030

TITLE: SALES REPS., PLASTIC

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	40%	7%	7%	46%
Previous Work Experience Required	20%	13%	20%	47%

Acceptable work experience includes at least 6 months' experience in sales.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Report writing skills
Ability to apply sales techniques
Record keeping skills
Ability to prepare and arrange sales contracts
Verbal presentation skills
Customer service skills
Good DMV driving record
Ability to demonstrate knowledge of specific products

PERSONAL OR OTHER:

Ability to work independently
Willingness to travel
Possession of reliable vehicle

BASIC:

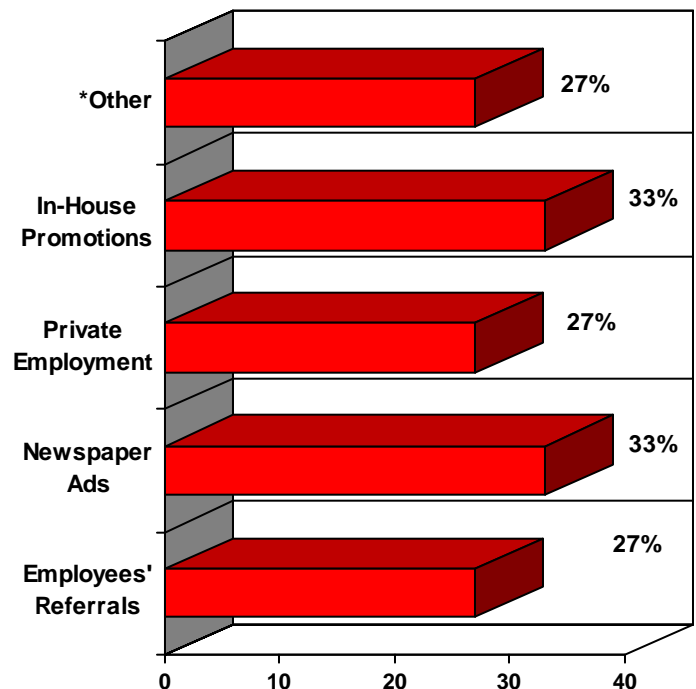
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

- Riverside Unified School District, Educational Options Center-ROP
- Career Moves, Inc.

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Industry Referrals, Vendor Referrals

STOCK CLERKS – STOCKROOM, WAREHOUSE, STORAGE YARD

OES CODE: 580230

15 FIRMS RESPONDING

DOT: 219.367-018
DOT: 219.387-030

TITLE: MERCHANDISE DIST.
TITLE: STOCK CONTROL CLERK

DOT: 222.367-042
DOT: 222.387-026

TITLE: PARTS CLERK
TITLE: INVENTORY CLERK

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. However, Stockroom Laborers and Workers whose primary duties involve shipping, weighing, and checking are not included in this category.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.15 - 18.00	\$ 7.00
Experienced/New to Firm:	\$ 5.15 - 18.00	\$ 8.00
3 + Yrs. Experience with Firm:	\$ 6.50 - 22.00	\$10.00

		F/T*	P/T**
B	Medical Insurance	93%	0%
E	Dental Insurance	93%	0%
N	Vision Insurance	50%	0%
E	Life Insurance	50%	0%
F	Paid Sick Leave	50%	0%
I	Paid Vacation	86%	0%
T	Retirement Plan	79%	0%
S	Child Care	7%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 98% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- * 2% of the employees surveyed work temporary/on call, averaging 40 hours per week.
- * Employees in this occupation: 85% male and 15% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Very Large (1,820-2,040)
Growth Rate: Much Faster than Average (1.52)
Job Openings: 520

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	73%	27%
Projected over the next three years	0%	73%	27%

SUPPLY/DEMAND

Percent of responding employers indicating difficulty finding qualified applicants.

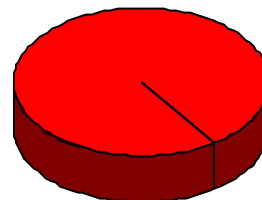
	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	40%	27%	20%	13%
Inexperienced	36%	43%	14%	7%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ High School 100%

100%



STOCK CLERKS – STOCKROOM, WAREHOUSE, STORAGE YARD

OES CODE: 580230

15 FIRMS RESPONDING

DOT: 219.367-018
DOT: 219.387-030

TITLE: MERCHANDISE DIST.
TITLE: STOCK CONTROL CLERK

DOT: 222.367-042
DOT: 222.387-026

TITLE: PARTS CLERK
TITLE: INVENTORY CLERK

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	0%	40%	20%	40%
Previous Work Experience Required	47%	13%	13%	27%

Acceptable work experience includes at least 6 months either in warehouse, stock clerk, inventory control, or inventory/parts.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Basic computer skills
Ability to operate a fork lift
Ability to read invoices
Ability to apply sales techniques
Record keeping skills
Cash handling skills
Understanding of inventory techniques
Ability to make change
Ability to load and unload freight

PHYSICAL:

Ability to pass a pre-employment medical examination
Ability to stand continuously for 2 or more hours
Ability to sit continuously for 2 or more hours
Possession of vehicle insurance
Ability to lift at least 75 lbs. repeatedly

PERSONAL OR OTHER:

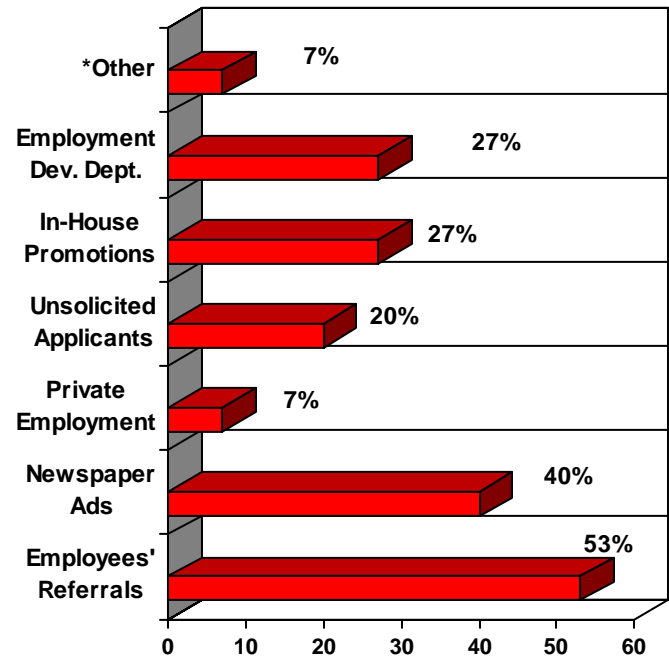
Understanding of a variety of cultures
Willingness to work on-call
Willingness to work part-time
Ability to work independently
Ability to work under pressure
Possession of a good DMV driving record
Customer service skills

TRAINING PROVIDER

- Upon completion of our research of this occupation, no training provider was found in Riverside County.

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other: Industry Referral

SURGICAL TECHNICIANS

OES CODE: 329280

12 FIRMS RESPONDING

DOT: 079.374-022

TITLE: SURGICAL TECHNICIAN

DESCRIPTION

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 7.67 - 14.00	\$10.00
Experienced/New to Firm:	\$ 7.67 - 16.00	\$10.02
3 + Yrs. Experience with Firm:	\$ 8.63 - 16.00	\$13.25

	F/T*	P/T**
B Medical Insurance	100%	27%
E Dental Insurance	82%	27%
N Vision Insurance	82%	27%
E Life Insurance	55%	27%
F Paid Sick Leave	82%	27%
I Paid Vacation	91%	27%
T Retirement Plan	82%	27%
S Child Care	18%	9%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 72% of all employees surveyed in this occupation work full-time, averaging 42 hours per week.
- * 18% of the employees surveyed work part-time, averaging 20 hours per week.
- * 10% of the employees surveyed work temporary/on call, averaging 14 hours per week.
- * Employees in the occupation: 34% male and 66% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Small (150-200)
Growth Rate: Much Faster than Average (1.85)
Job Openings: 70

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	75%	25%
Projected over the next three years	0%	75%	25%

SUPPLY/DEMAND

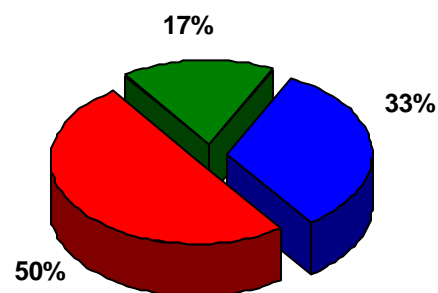
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	50%	8%	8%	34%
Inexperienced	50%	13%	13%	24%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 50%
- College but no Degree 17%
- Associate Degree 33%



SURGICAL TECHNICIANS

OES CODE: 329280

12 FIRMS RESPONDING

DOT: 079.374-022

TITLE: SURGICAL TECHNICIAN

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	33%	33%	8%	26%
Previous Work Experience Required	25%	8%	25%	42%

Acceptable work experience includes at least 3 months as a surgical technician or in related field.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Knowledge of physiology
 Knowledge of anatomy
 Ability to follow emergency procedures
 Instrument sterilization
 Infection control skills
 Ability to assist with the application of dressings
 Understanding of asepsis
 Knowledge of pharmacology
 Ability to perform pre-operative shave preps
 Ability to assist in the recovery room
 Certified Operating Room Technician (CORT)
 Knowledge of medical terminology

PHYSICAL:

Manual dexterity
 Ability to pass a pre-employment medical examination
 Possession of emotional stability
 Ability to stand continuously for 2 or more hours

PERSONAL OR OTHER:

Understanding of a variety of cultures
 Ability to handle crisis situations
 Ability to work as part of a team
 Ability to work independently
 Willingness to work with close supervision

BASIC:

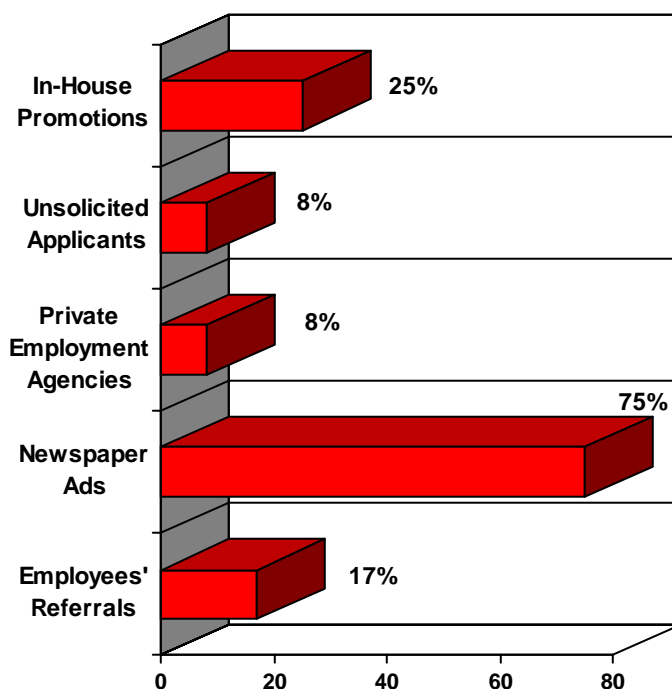
Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

TRAINING PROVIDER

➤ Premier Career College

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE: 580280

15 FIRMS RESPONDING

DOT: 214.587-014
DOT: 222.387-050

TITLE: TRAFFIC CLERK
TITLE: SHIPPING/RECEIVING CLERK

DOT: 219.367-030
DOT: 222.687-022

TITLE: SHIPPING-ORDER CLERK
TITLE: ROUTING CLERK

DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Stock clerks and workers whose primary duties involve weighing and checking are not included in this category.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 7.50 - 7.50	\$ 7.50
Experienced/New to Firm:	\$12.00 - 12.50	\$12.50
3 + Yrs. Experience with Firm:	\$12.50 - 12.50	\$12.50

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.15 - 9.50	\$ 7.50
Experienced/New to Firm:	\$ 5.55 - 10.50	\$ 8.00
3 + Yrs. Experience with Firm:	\$ 6.50 - 11.90	\$10.00

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	62%	0%
E	Life Insurance	62%	0%
F	Paid Sick Leave	85%	0%
I	Paid Vacation	85%	0%
T	Retirement Plan	69%	0%
S	Child Care	0%	0%

*F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 100% of all union employees work full-time, averaging 40 hours per week.
- * 80% of all non-union employees work full-time, averaging 40 hours per week.
- * 20% of non-union employees surveyed work temporary/on call, averaging 43 hours per week.
- * Employees in this occupation: 78% male and 22% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Large (1,830-2,270)
Growth Rate: Faster than Average (1.33)
Job Openings: 610

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	7%	73%	20%
Projected over the next three years	27%	47%	26%

SUPPLY/DEMAND

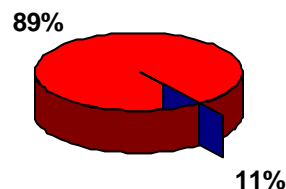
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	47%	13%	33%	7%
Inexperienced	50%	7%	29%	14%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ High School 89%
■ College but no Degree 11%



TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE: 580280

15 FIRMS RESPONDING

DOT: 214.587-014
DOT: 222.387-050

TITLE: TRAFFIC CLERK
TITLE: SHIPPING/RECEIVING CLERK

DOT: 219.367-030
DOT: 222.687-022

TITLE: SHIPPING-ORDER CLERK
TITLE: ROUTING CLERK

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	7%	20%	7%	66%
Previous Work Experience Required	33%	13%	20%	34%

Acceptable work experience includes at least 3 months either as shipping/receiving clerk, warehouse inventory personnel, or forklift operator.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to operate a fork lift
Ability to plan and organize the work or others
Record keeping skills
Understanding of inventory techniques
Ability to use the U.S. & private parcel post service
Possession of a valid driver's license

PHYSICAL:

Ability to stand continuously for 2 or more hours
Ability to lift at least 60 lbs. repeatedly

PERSONAL OR OTHER:

Willingness to work with close supervision
Ability to work independently
Ability to work under pressure

BASIC:

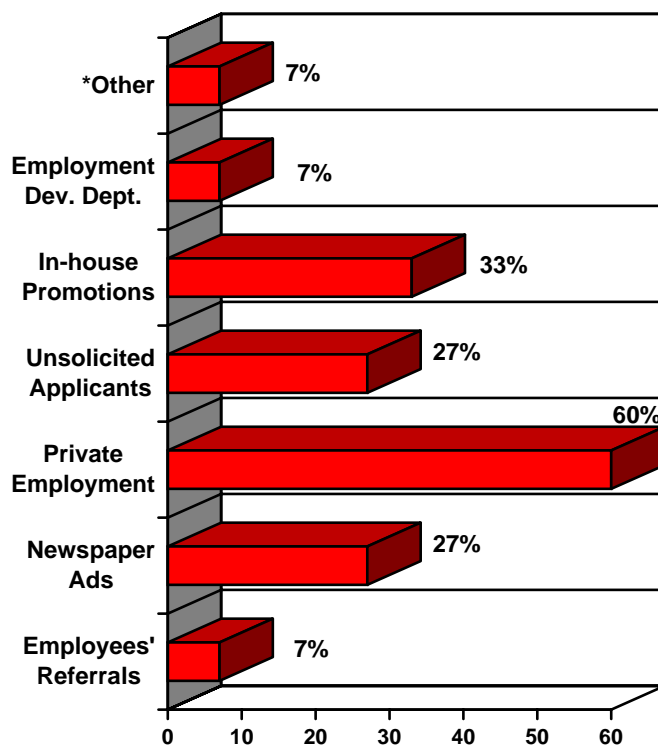
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

- Center for Employment Training
- Riverside Unified School District, Regional Occupational Program (ROP)

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Industry References

WATER AND LIQUID WASTE TREATMENT PLANT AND SYSTEM OPERATORS

OES CODE: 950020

15 FIRMS RESPONDING

DOT: 954.382-014

TITLE: WATER-TREATMENT-PLANT

DOT: 955.362-010

TITLE: WASTEWATER

DESCRIPTION

Water and Liquid Waste Treatment Plant and System Operators operate and/or control an entire process or system, often through the use of panel boards, control boards, or semi-automatic equipment, to transfer or treat water and/or liquid waste.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 9.59 - 15.00	\$ 12.29
Experienced/New to Firm:	\$13.74 - 15.00	\$ 14.37
3 + Yrs. Experience with Firm:	\$17.50 - 18.50	\$ 18.00

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.50 - 13.52	\$ 12.23
Experienced/New to Firm:	\$ 6.50 - 15.54	\$ 14.62
3 + Yrs. Experience with Firm:	\$10.50 - 21.86	\$ 18.00

		F/T*	P/T**
B	Medical Insurance	100%	8%
E	Dental Insurance	83%	0%
N	Vision Insurance	75%	0%
E	Life Insurance	33%	0%
F	Paid Sick Leave	92%	8%
I	Paid Vacation	100%	8%
T	Retirement Plan	83%	8%
S	Child Care	8%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 100% of all union and 93% non-union employees surveyed in this occupation work full-time, averaging 40 hours per week.
- * 7% of the non-union employees surveyed work part-time, averaging 20 hours per week.
- * Employees in this occupation: 87% male and 13% female.

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000 (County Average Growth Rate 18.0%)

Size: Small (210-240)
Growth Rate: Much slower than average (.79)
Job Openings: 70

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	83%	17%
Projected over the next three years	0%	75%	25%

SUPPLY/DEMAND

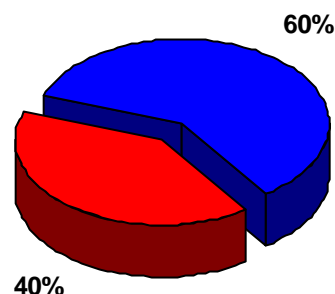
Percent of responding employers indicating difficulty finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	25%	17%	50%	8%
Inexperienced	44%	11%	11%	34%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ High School 40%
■ College but no Degree 60%



WATER AND LIQUID WASTE TREATMENT PLANT AND SYSTEM OPERATORS

OES CODE: 950020

15 FIRMS RESPONDING

DOT: 954.382-014

TITLE: WATER-TREATMENT-PLANT

DOT: 955.362-010

TITLE: WASTEWATER

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	33%	8%	8%	51%
Previous Work Experience Required	42%	8%	17%	33%

Acceptable work experience includes at least 12 months' experience as a water, or wastewater treatment operator.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to operate precision measuring instruments
Understanding of waste disposal
Ability to follow waste water treatment procedures
Ability to read monitoring equipment
Ability to follow safe equipment operating practices
Knowledge of chemistry
Understanding of EPA & DOT waste transportation regulations

PHYSICAL:

Ability to tolerate dust and unpleasant odors

PERSONAL OR OTHER:

Willingness to work with close supervision
Ability to work a split shift
Ability to work independently
Ability to assess emergency situations and set priorities quickly

BASIC:

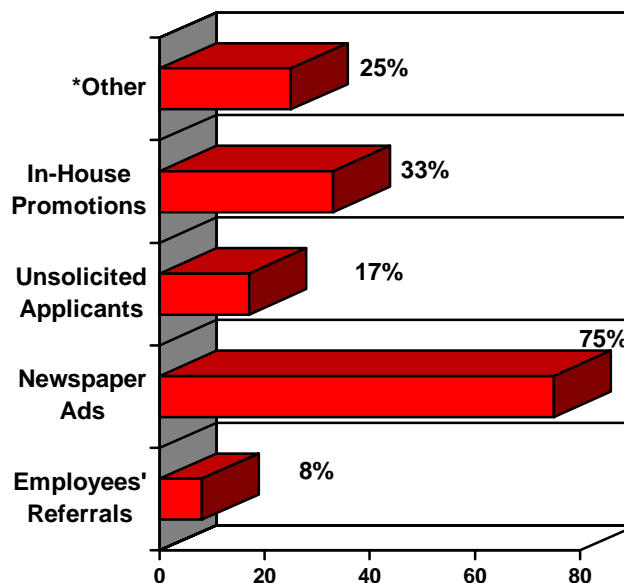
Basic math skills
Oral communication skills
Ability to write legibly

TRAINING PROVIDER

- Laborers Training and Retraining
- California Institute of Environmental Technology (CIET)

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other: Government Trade Publication, State Listing of Certified Candidates

WELDERS AND CUTTERS

OES CODE: 939140

15 FIRMS RESPONDING

DOT: 553.684-010
DOT: 810.384-010

TITLE: HEAT WELDER, PLASTIC
TITLE: WELDER, ARC

DOT: 810.664-010
DOT: 819.381-010

TITLE: WELDER, GUN
TITLE: WELDER, ASSEMBLER

DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, gas welding equipment and gas torches to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 15.00 - 15.00	\$15.00
Experienced/New to Firm:	\$ 22.63 - 23.00	\$22.63
3 + Yrs. Experience with Firm:	\$ 23.00 - 34.68	\$25.00

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.50 - 8.00	\$ 6.50
Experienced/New to Firm:	\$ 7.00 - 12.00	\$ 8.50
3 + Yrs. Experience with Firm:	\$ 9.00 - 17.00	\$10.50

		F/T*	P/T**
B	Medical Insurance	93%	0%
E	Dental Insurance	73%	0%
N	Vision Insurance	40%	0%
E	Life Insurance	67%	0%
F	Paid Sick Leave	67%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	67%	0%
S	Child Care	7%	0%

* F/T = Full-Time

** P/T = Part-Time

WORK PATTERNS

- * 100% of all union and non-union employees surveyed in this occupation work full-time, averaging 42 hours per week.
- * Employees in this occupation: 99% male and 1% female.

EMPLOYMENT TRENDS

**RIVERSIDE COUNTY
OCCUPATIONAL FORECAST 1993 - 2000**
(County Average Growth Rate 18.0%)

Size: Medium (510-630)
Growth Rate: Faster than Average (1.30)
Job Openings: 220

EMPLOYMENT TRENDS (cont.)

Reported by surveyed employers:

Employment Levels	Decline	Remain Stable	Grow
During the past year	0%	53%	47%
Projected over the next three years	0%	67%	33%

SUPPLY/DEMAND

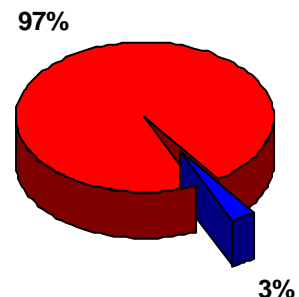
Percent of responding employers indicating finding qualified applicants.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Fully Experienced-Qualified	80%	7%	0%	13%
Inexperienced	29%	42%	0%	29%

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- Less than High School 3%
- High School 97%



WELDERS AND CUTTERS

OES CODE: 939140

15 FIRMS RESPONDING

DOT: 553.684-010
DOT: 810.384-010

TITLE: HEAT WELDER, PLASTIC
TITLE: WELDER, ARC

DOT: 810.664-010
DOT: 819.381-010

TITLE: WELDER, GUN
TITLE: WELDER, ASSEMBLER

TRAINING OR RELATED WORK EXPERIENCE REQUIRED

Percentage of responding employers who indicated training or related work experience required.

	Never	Sometimes	Usually	Always
Training as a Substitute for Experience	33%	40%	27%	0%
Previous Work Experience Required	0%	7%	27%	66%

Acceptable work experience includes at least 6 months either in iron working, cutting, or welding.

GENERAL SKILLS

The following skills data was rated important by surveyed employers:

TECHNICAL:

Ability to operate inspection equipment
Ability to read blueprints
Arc welding skills
Gas welding skills
Certified structural welder
Ability to use precision tools
Ability to read working drawings

PERSONAL OR OTHER:

Ability to work in awkward positions
Ability to stand continuously for 2 or more hours
Ability to work from ladders and scaffolds
Mechanical aptitude
Ability to work with close supervision
Ability to work independently

BASIC:

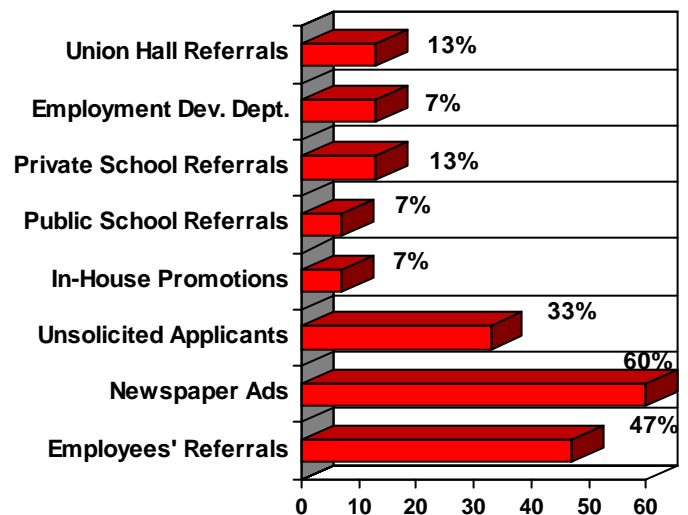
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

TRAINING PROVIDER

- Alvord Unified – Regional Occupational Program (ROP)
- Center for Employment Training
- Moreno Valley High School – ROP
- Palo Verde College
- Riverside Community College
- Riverside County Regional Occupational Program (ROP)

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



OCCUPATIONAL OUTLOOK

1996

DENTAL HYGIENISTS

OES CODE: 329080

17 FIRMS RESPONDING

DOT: 078.361-010

TITLE: DENTAL HYGIENIST

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Almost all surveyed employers pay employees on a per day basis. Some employers pay a percentage of commission based on the number of patients treated or seen.

The daily pay ranges are as follows:

	Range	Median
Entry Level	\$175.00 - 275.00	\$200.00
Exp./New to Firm:	\$175.00 - 275.00	\$250.00
3 + Yrs. Exp. with Firm:	\$233.00 - 600.00	\$275.00

Many employees work 40 hours full-time, and most employees work 18 hours part-time within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	70%	10%
E	Dental Insurance	90%	20%
N	Vision Insurance	0%	0%
E	Life Insurance	20%	0%
F	Paid Sick Leave	10%	20%
I	Paid Vacation	80%	20%
T	Retirement Plan	20%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

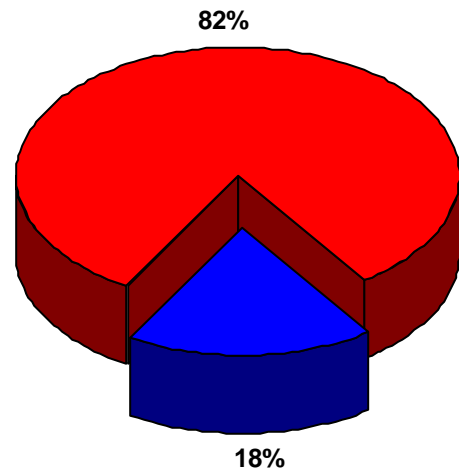
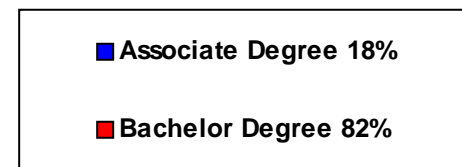
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Small (410-550)
Growth Rating: Much Faster than Average (1.85)
Job Openings: 180

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



DENTAL HYGIENISTS

OES CODE: 329080

17 FIRMS RESPONDING

DOT: 078.361-010

TITLE: DENTAL HYGIENIST

EXPERIENCE & OTHER REQUIREMENTS

Many employers 'never' require prior experience in the occupation. Some employers 'sometimes', 'usually' or 'always' require prior experience. Acceptable work experience includes from 3 - 19 months of dental hygienist experience. Most employers 'sometimes' will accept training as a substitute for work experience. Almost all employers require a state license.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Basic Computer Skills
- Ability to follow laboratory procedures
- Supervisory skills
- Ability to perform or assist with dental procedures
- Teeth cleaning and polishing skills
- Understanding of good diet and nutrition
- General clerical skills
- Record keeping skills
- Knowledge of dental materials
- Knowledge of anesthesiology
- Possession of a Radiation Safety Certificate
- Ability to analyze data to solve problems
- Ability to write effectively
- Ability to instruct patients in oral hygiene
- Ability to synthesize information

PHYSICAL:

- Manual dexterity
- Good eye-hand coordination
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Good health
- Ability to lift at least 10 lbs. repeatedly

PERSONAL OR OTHER:

- Good grooming skills
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Ability to work as part of a team
- Public contact skills
- Ability to work independently
- Ability to make decisions
- Interest in patient care and education

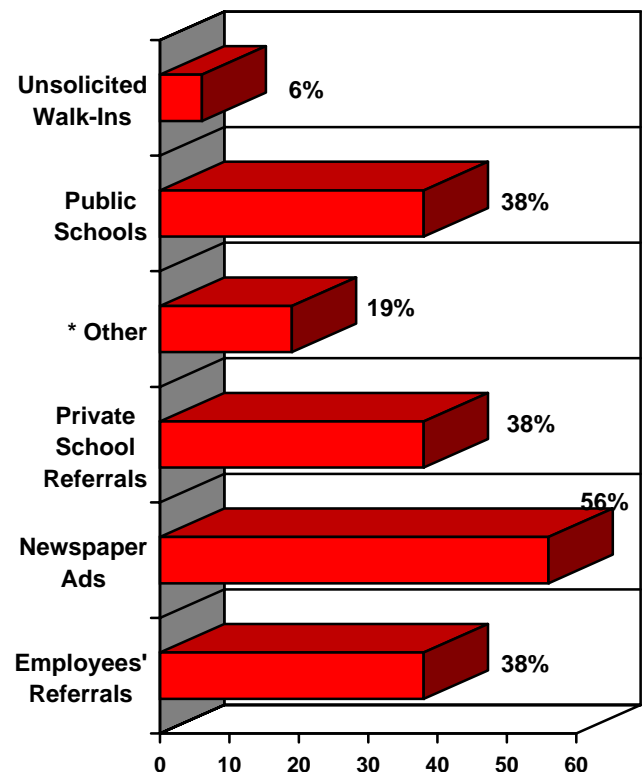
GENERAL SKILLS (cont'd)

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Tri County Dental Society

DRIVERS/SALES WORKERS

OES CODE: 971170

15 FIRMS RESPONDING

DOT: 292.353-010
DOT: 292.363-010

TITLE: DRIVER, SALES ROUTE
TITLE: NEWSPAPER-DELIVERY

DOT: 292.463-010
DOT: 292.483-010

TITLE: LUNCH-TRUCK DRIVER
TITLE: COIN COLLECTOR

DESCRIPTION

Drivers/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Please include newspaper delivery drivers.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation grew during the past year.

WAGES/BENEFITS

Union, Wages and Commissions

	Range	Median
Entry Level/No Experience:	\$ 8.40 -12.00	\$10.20
Tips/Commissions:	\$ 0.00 - 0.00	\$ 0.00
Experienced/New to Firm:	\$12.00 -12.00	\$12.35
Tips/Commissions:	\$12.70 -12.70	\$12.70
3 + Yrs. Experience with Firm:	\$16.00 -16.00	\$16.00
Tips/Commissions:	\$16.40 -16.40	\$16.40

Non-Union, Wages and Commissions

	Range	Median
Entry Level/No Experience:	\$ 4.75 -12.65	\$ 7.02
Tips/Commissions:	\$11.50 -15.00	\$15.00
Experienced/New to Firm:	\$ 4.75 -12.65	\$ 7.50
Tips/Commissions:	\$11.50 -17.50	\$17.50
3 + Yrs. Experience with Firm:	\$ 5.00 -14.75	\$ 8.77
Tips/Commissions:	\$12.50 -37.50	\$17.26

Most employees work 44 hours full-time, and some employees work 25 hours part-time within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	93%	0%
E	Dental Insurance	87%	0%
N	Vision Insurance	67%	0%
E	Life Insurance	73%	7%
F	Paid Sick Leave	73%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	73%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

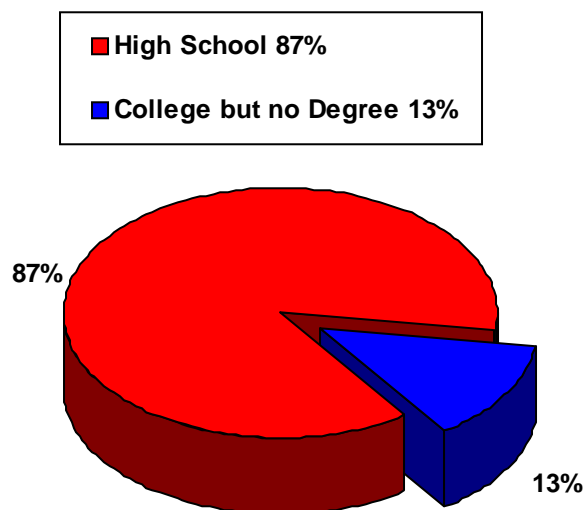
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (800-980)
Growth Rating: Faster than Average (1.22)
Job Openings: 340

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



DRIVERS/SALES WORKERS

OES CODE: 971170

15 FIRMS RESPONDING

DOT: 292.353-010
DOT: 292.363-010

TITLE: DRIVER, SALES ROUTE
TITLE: NEWSPAPER-DELIVERY

DOT: 292.463-010
DOT: 292.483-010

TITLE: LUNCH-TRUCK DRIVER
TITLE: COIN COLLECTOR

EXPERIENCE & OTHER REQUIREMENTS

Most surveyed employers 'never' require prior work experience in this occupation, while many employers 'always' require prior work experience. Acceptable work experience includes from 12 - 24 months in either route sales, driving a car or truck driving. Many employers 'usually' will accept training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Business math skills
- Ability to read invoices
- Record keeping skills
- Cash handling skills
- Automotive maintenance and minor repair skills
- Understanding of inventory techniques
- Bondable
- Map reading skills
- Possession of a valid Class A driver's license
- Possession of a valid Class B driver's license
- Knowledge of local streets

PHYSICAL:

- Ability to pass a pre-employment medical examination
- Ability to lift at least 50 lbs. repeatedly

PERSONAL OR OTHER:

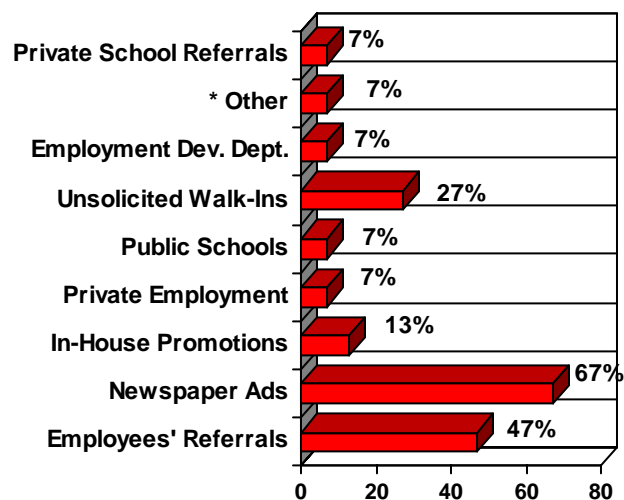
- Good grooming skills
- Ability to work independently
- Possession of good DMV driving record
- Customer service skills

BASIC:

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: GAIN Referrals

EDUCATION ADMINISTRATORS

OES CODE: 150050

16 FIRMS RESPONDING

DOT: 075.117-010
DOT: 090.117-010

TITLE: CONSULTANT
TITLE: ACADEMIC DEAN

DOT: 091.107-010
DOT: 099.117-018

TITLE: ASST. PRINCIPAL
TITLE: PRINCIPAL

DESCRIPTION

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Please include administrators of separate training and instructional organizations (or programs) in private business or other agencies.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'a little difficult' finding experienced applicants who meet their hiring qualifications and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year, while many said that employment in the occupation grew.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 19.20 - 30.20	\$ 24.97
Experienced/New to Firm:	\$ 22.80 - 37.90	\$ 28.39
3 + Yrs. Experience with Firm:	\$ 26.35 - 50.35	\$ 37.57

Almost all employees work 43 hours full-time within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	88%	0%
E	Life Insurance	69%	0%
F	Paid Sick Leave	94%	0%
I	Paid Vacation	69%	0%
T	Retirement Plan	94%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

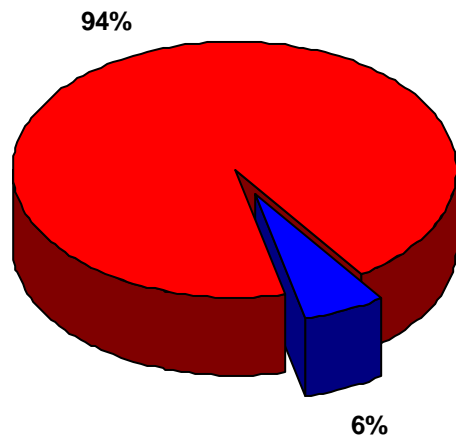
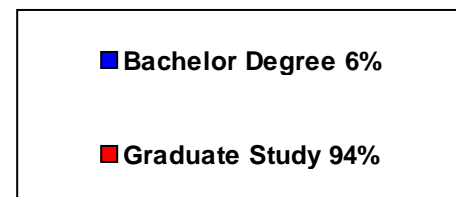
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (910-1,040)
Growth Rating: Slower than Average (0.78)
Job Openings: 270

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



EDUCATION ADMINISTRATORS

OES CODE: 150050

16 FIRMS RESPONDING

DOT: 075.117-010
DOT: 090.117-010

TITLE: CONSULTANT
TITLE: ACADEMIC DEAN

DOT: 091.107-010
DOT: 099.117-018

TITLE: ASST. PRINCIPAL
TITLE: PRINCIPAL

EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'usually' or 'always' require prior work experience in this occupation. Acceptable experience includes from 24 - 36 months either as an educational administrator, any academic administrator, educational management, or special education. Most employers 'sometimes' will accept training to substitute for work experience. Almost all employers require a California Administrator Credential.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to apply teaching techniques
- Ability to maintain financial records
- Ability to plan and organize the work of others
- Supervisory skills
- Classroom management skills
- Ability to plan and organize training programs
- Budget analysis skills
- Ability to hire and assign personnel
- Counseling skills
- Verbal presentation skills
- Ability to write effectively
- Problem solving skills
- Basic computer skills

PERSONAL OR OTHER:

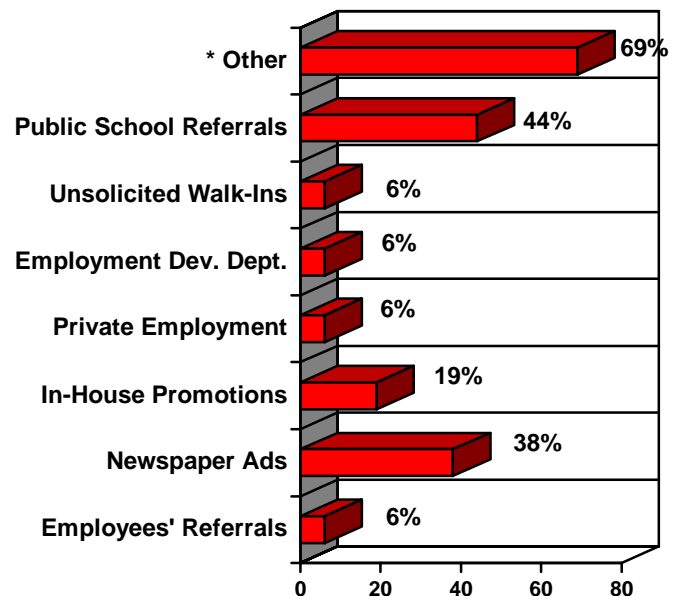
- Leadership skills
- Ability to motivate others
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Willingness to travel
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Ability to deal effectively with difficult individuals
- Sensitivity to a multicultural work environment
- Ability to manage multiple priorities
- Ability to interact with others

BASIC:

- Basic math skills
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods of recruiting employees:



* Other includes: EDCAL Newspapers

FILE CLERKS

OES CODE: 553210

15 FIRMS RESPONDING

DOT: 206.367-014
DOT: 206.367-018

TITLE: FILE CLERK II
TITLE: TAPE LIBRARIAN

DOT: 206.387-010
DOT: 206.387-014

TITLE: CLASSIFICATION CLERK
TITLE: FINGERPRINT CLERK II

DESCRIPTION

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'a little difficult' finding fully experienced applicants who meet their hiring qualifications and 'a little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 10.00	\$ 7.00
Experienced/New to Firm:	\$ 5.00 - 10.00	\$ 8.00
3 + Yrs. Experience with Firm:	\$ 5.25 - 15.00	\$ 9.00

Almost all employees work 40 hours full-time, and few employees work 24 hours part-time within a work week.

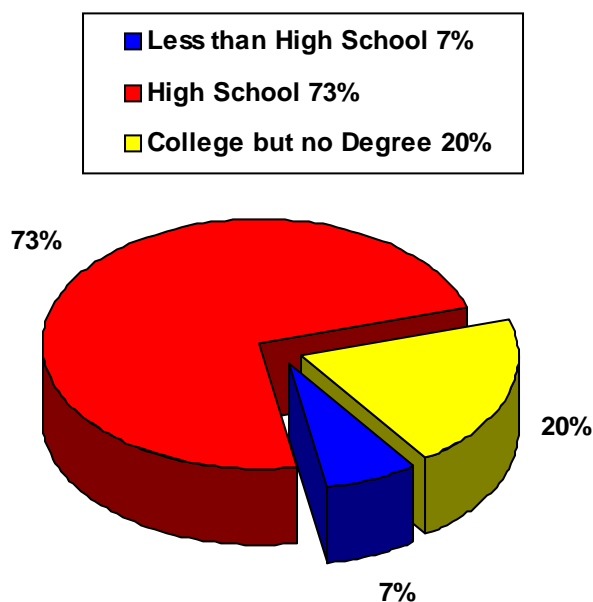
		F/T*	P/T**
B	Medical Insurance	92%	0%
E	Dental Insurance	85%	0%
N	Vision Insurance	69%	0%
E	Life Insurance	77%	0%
F	Paid Sick Leave	92%	0%
I	Paid Vacation	92%	0%
T	Retirement Plan	77%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (840-1,040)
Growth Rating: Faster than Average (1.29)
Job Openings: 470

FILE CLERKS

OES CODE: 553210

15 FIRMS RESPONDING

DOT: 206.367-014
DOT: 206.367-018

TITLE: FILE CLERK II
TITLE: TAPE LIBRARIAN

DOT: 206.387-010
DOT: 206.387-014

TITLE: CLASSIFICATION CLERK
TITLE: FINGERPRINT CLERK II

EXPERIENCE & OTHER REQUIREMENTS

Most surveyed employers 'never' require prior work experience in the occupation. Acceptable work experience includes from 6 - 15 months of either working as a file clerk, filing, medical filing, or general clerical work. Almost all employers 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- PC word processing skills
- Data entry skills
- Record keeping skills
- Alphabetic and numeric filing skills
- Ability to operate 10-key adding machine by touch
- Ability to operate a transcribing machine
- Ability to perform detailed clerical work
- English grammar, spelling, and punctuation skills
- Telephone answering skills
- Ability to write effectively
- Ability to type at least 30 wpm

PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 40 lbs. repeatedly

PERSONAL OR OTHER:

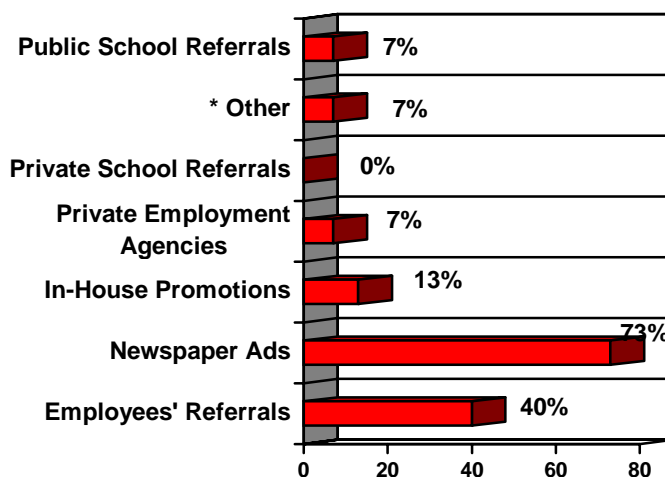
- Ability to perform routine, repetitive work
- Willingness to work with close supervision
- Public contact skills
- Ability to work independently

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Postings

FINANCIAL MANAGERS

OES CODE: 130020

16 FIRMS RESPONDING

DOT: 160.167-058
DOT: 161.117-018

TITLE: CONTROLLER
TITLE: TREASURER

DOT: 169.167-086
DOT: 186.117-066

TITLE: MGR., CREDIT AND COLL.
TITLE: RISK AND INS. MANAGER

DESCRIPTION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications. Surveyed employers do not hire inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 0.00 - 0.00	\$ 0.00
Experienced/New to Firm:	\$14.40 - 47.95	\$17.26
3 + Yrs. Experience with Firm:	\$17.25 - 71.90	\$22.78

Almost all employees work 41 hours full-time within a work week.

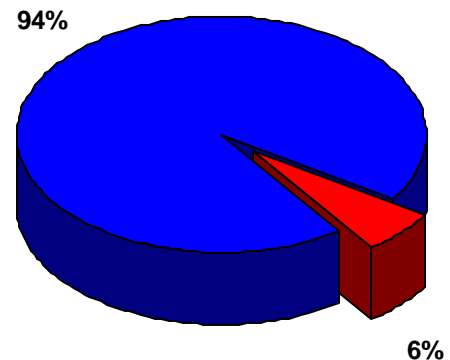
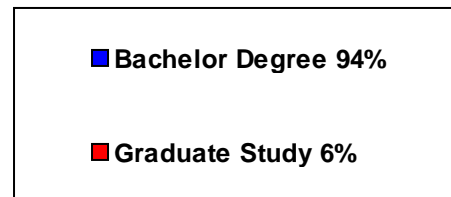
		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	63%	0%
E	Life Insurance	75%	0%
F	Paid Sick Leave	88%	0%
I	Paid Vacation	94%	0%
T	Retirement Plan	63%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (2,300-2,630)
Growth Rating: Slower than Average (0.78)
Job Openings: 560

FINANCIAL MANAGERS

OES CODE: 130020

16 FIRMS RESPONDING

DOT: 160.167-058 TITLE: CONTROLLER
DOT: 161.117-018 TITLE: TREASURER

DOT: 169.167-086 TITLE: MGR., CREDIT AND COLL.
DOT: 186.117-066 TITLE: RISK AND INS. MANAGER

EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'always' require prior work experience in the occupation. Acceptable work experience includes from 36 - 120 months of either investment, lending, accounting, finance, financial management, program development or specific industry experience. Almost all employers 'never' will accept training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Business math skills
- Ability to plan and organize the work of others
- Report writing skills
- Cost accounting skills
- Understanding of regulations affecting financial institutions
- Understanding of conventional loans
- Ability to apply techniques of statistical analysis
- Ability to analyze securities
- Investment counseling skills
- Financial planning skills
- Budget analysis skills
- Cost analysis skills
- Ability to hire and assign personnel
- Ability to interpret actuarial and probability of loss tables
- Ability to use computers in accounting applications
- Ability to use word processing software
- Ability to apply database management principles
- Verbal presentation skills
- Ability to perform advanced mathematical computations
- Ability to write effectively
- Problem solving skills
- Ability to demonstrate knowledge of specific products
- Bilingual skills

PERSONAL OR OTHER:

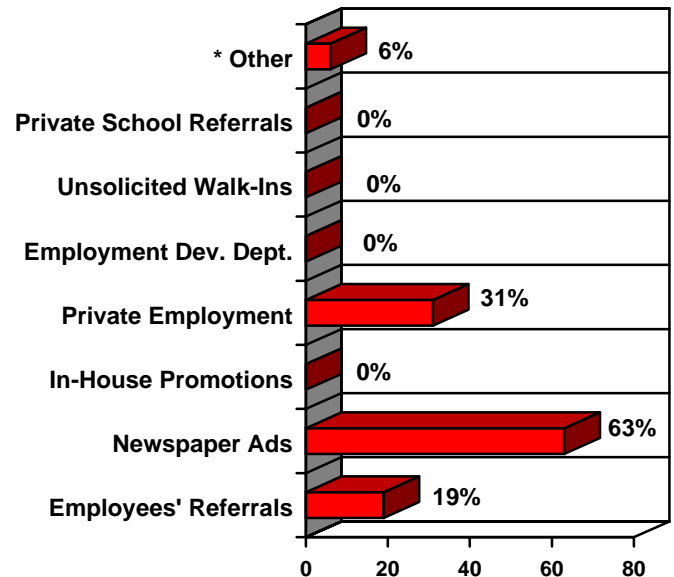
- Ability to read and comprehend information quickly
- Ability to motivate others
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Ability to make decisions

BASIC:

- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Industry Contacts

GENERAL MANAGERS AND TOP EXECUTIVES

OES CODE: 190050

15 FIRMS RESPONDING

DOT: 188.117-090
DOT: 188.117-126

TITLE: DIRECTOR, REVENUE
TITLE: WELFARE DIRECTOR

DOT: 188.167-058
DOT: 188.167-078

TITLE: MANAGER, OFFICE
TITLE: ROADS SUPERVISOR

DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and 'somewhat difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$12.00 - 30.00	\$ 25.17
Experienced/New to Firm:	\$11.05 - 35.95	\$ 23.01
3 + Yrs. Experience with Firm:	\$14.40 - 57.55	\$ 33.56

Almost all employees work 43 hours full-time within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	73%	0%
E	Life Insurance	93%	0%
F	Paid Sick Leave	93%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	80%	0%
S	Child Care	20%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

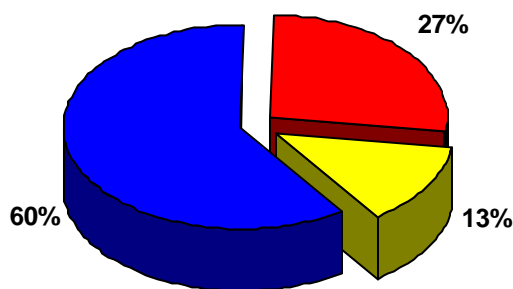
RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (8,170-9,070)
Growth Rating: Slower than Average (0.60)
Job Openings: 1,770

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- Bachelor Degree 60%
- Graduate Study 27%
- Associate Degree 13%



GENERAL MANAGERS AND TOP EXECUTIVES

OES CODE: 190050

15 FIRMS RESPONDING

DOT: 188.117-090
DOT: 188.117-126

TITLE: DIRECTOR, REVENUE
TITLE: WELFARE DIRECTOR

DOT: 188.167-058
DOT: 188.167-078

TITLE: MANAGER, OFFICE
TITLE: ROADS SUPERVISOR

EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'always' require prior experience in this occupation. Acceptable work experience include from 24 - 72 months in either office management, finance, human resources management, engineering, real estate administration, or a related field. Most employers 'sometimes' will accept training as a substitute for experience, while many employers will not.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Business math skills
- Ability to plan and organize the work of others
- Ability to conduct performance appraisals
- Proofreading skills
- Ability to apply techniques of statistical analysis
- Knowledge of economic principles
- Financial planning skills
- Ability to hire and assign personnel
- Ability to interview others for information
- Ability to use computers in accounting applications
- Verbal presentation skills
- Ability to give oral instructions
- Ability to analyze data to solve problems
- Ability to interpret data
- Ability to write effectively
- Knowledge of the organization including other occupational duties

PERSONAL OR OTHER:

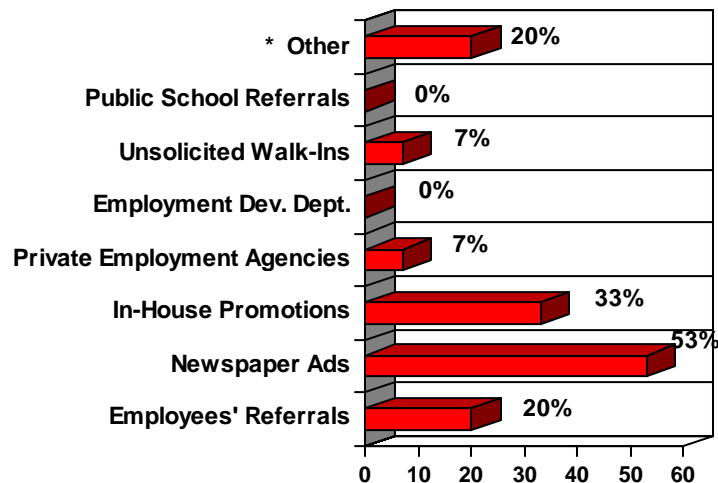
- Ability to set work priorities
- Ability to read and comprehend information quickly
- Leadership skills
- Ability to motivate others
- Public contact skills
- Ability to work independently
- Interpersonal skills
- Ability to work under pressure
- Ability to maintain good business relationships
- Ability to manage unexpected situations or circumstances

BASIC:

- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Corporate Office, Industry Referrals and EDCAL

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

OES CODE: 680050

15 FIRMS RESPONDING

DOT: 332.271-010
DOT: 332.271-018

TITLE: COSMETOLOGIST
TITLE: HAIRSTYLIST

DOT: 332.361-010
DOT: 333.071-010

TITLE: WIG DRESSER
TITLE: MAKE-UP ARTIST

DESCRIPTION

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Please do not include Shampoosers, Manicurists, and Beauty School Instructors.

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

WAGES/BENEFITS

Non-Union, Wages and Commissions:

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 6.00	\$ 5.00
Tips/Commissions:	\$ 4.80 - 9.60	\$ 7.19
Experienced/New to Firm:	\$ 4.25 - 7.00	\$ 5.00
Tips/Commissions:	\$ 9.60 - 12.00	\$ 9.59
3 + Yrs. Experience with Firm:	\$ 4.25 - 10.00	\$ 5.75
Tips/Commissions:	\$ 12.00 - 16.80	\$ 13.43

Surveyed employers sometimes offer commissions ranging from 20% - 60%.

Most employees work 40 hours full-time, and some employees work 22 hours part-time within a work week.

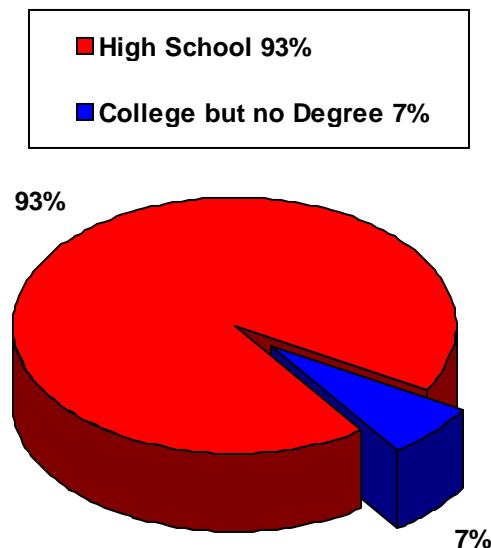
		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	78%	11%
E	Dental Insurance	33%	0%
N	Vision Insurance	0%	0%
E	Life Insurance	0%	0%
F	Paid Sick Leave	33%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	11%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1,460-1,840)
Growth Rating: Faster than Average (1.41)
Job Openings: 540

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

OES CODE: 680050

15 FIRMS RESPONDING

DOT: 332.271-010
DOT: 332.271-018

TITLE: COSMETOLOGIST
TITLE: HAIRSTYLIST

DOT: 332.361-010
DOT: 333.071-010

TITLE: WIG DRESSER
TITLE: MAKE-UP ARTIST

EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'never' require prior experience in this occupation. Acceptable experience includes 12 months of hairdressing, cosmetology work, or training. Many employers 'always' will accept training as a substitute for work experience. Almost all employees require a State License of Cosmetology.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Artistic skills
- Ability to apply sales techniques
- Cash handling skills
- Possession of a cosmetology license
- Telephone answering skills
- Ability to write effectively
- Ability to maintain an appointment calendar
- Knowledge of make-up and skin care
- Manicuring skills
- Ability to find suppliers of beauty aids

PHYSICAL:

- Manual dexterity
- Good eye-hand coordination
- Good vision
- Possession of good color perception
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Good grooming skills
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- High standards of personal cleanliness
- Public contact skills
- Ability to work independently
- Ability to work under pressure

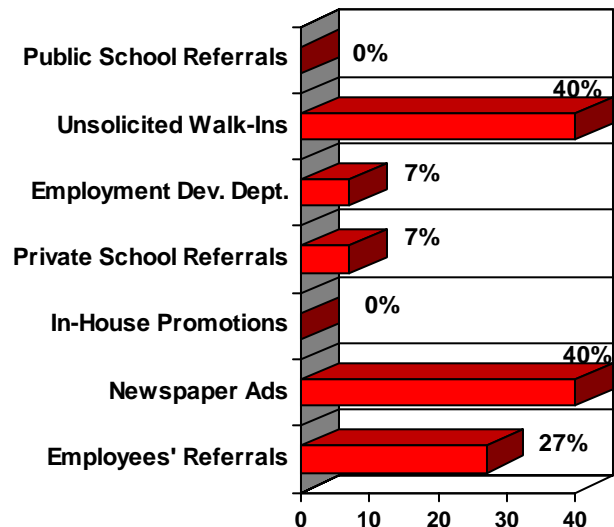
GENERAL SKILLS (cont'd)

BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



HAND PACKERS AND PACKAGERS

OES CODE: 989020

15 FIRMS RESPONDING

DOT: 522.684-010
DOT: 522.687-018

TITLE: PICKLER
TITLE: BULKER

DOT: 522.687-010
DOT: 522.687-034

TITLE: BARREL FILLER I
TITLE: PICKLER

DESCRIPTION

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'not difficult' finding experienced applicants who meet their hiring qualifications and 'not difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 8.15	\$ 7.00
Experienced/New to Firm:	\$ 6.00 - 8.15	\$ 7.00
3 + Yrs. Experience with Firm:	\$ 7.50 - 9.59	\$ 8.50

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 7.50	\$ 5.00
Experienced/New to Firm:	\$ 4.25 - 9.00	\$ 5.00
3 + Yrs. Experience with Firm:	\$ 4.75 - 15.00	\$ 6.50

Most employees work 41 hours full-time. Some employees work 22 hours part-time within a work week. Some work seasonally, temporary or on call.

		F/T*	P/T**
B	Medical Insurance	92%	8%
E	Dental Insurance	83%	8%
N	Vision Insurance	58%	8%
E	Life Insurance	67%	8%
F	Paid Sick Leave	92%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	75%	8%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

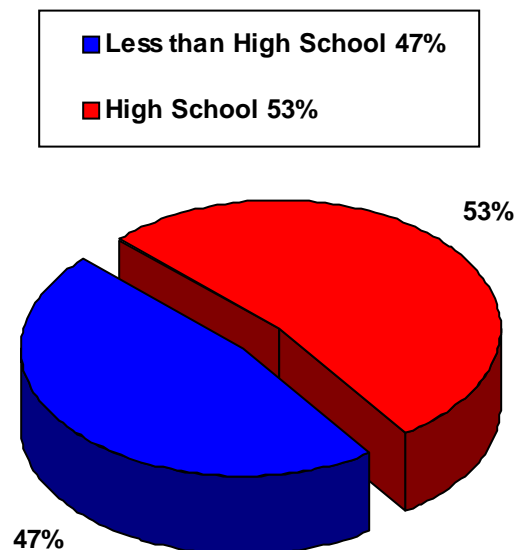
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1,690-2,130)
Growth Rating: Faster than Average (1.41)
Job Openings: 730

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



HAND PACKERS AND PACKAGERS

OES CODE: 989020

15 FIRMS RESPONDING

DOT: 522.684-010
DOT: 522.687-018

TITLE: PICKLER
TITLE: BULKER

DOT: 522.687-010
DOT: 522.687-034

TITLE: BARREL FILLER I
TITLE: PICKLER

EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'never' require prior experience in this occupation, and some 'sometimes' require prior experience. Acceptable work experience includes from 3 - 12 months in either packaging, shipping, trimming and assembling, or operator production control. Most employers 'always' will accept training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Basic computer skills
- Understanding of inventory techniques
- Knowledge of the employer's organization

PHYSICAL:

- Ability to use hands, arms and fingers
- Good eye-hand coordination
- Physical stamina
- Possession of good color perception
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to work rapidly
- Ability to perform precision work
- Ability to lift at least 50 lbs. repeatedly

PERSONAL OR OTHER:

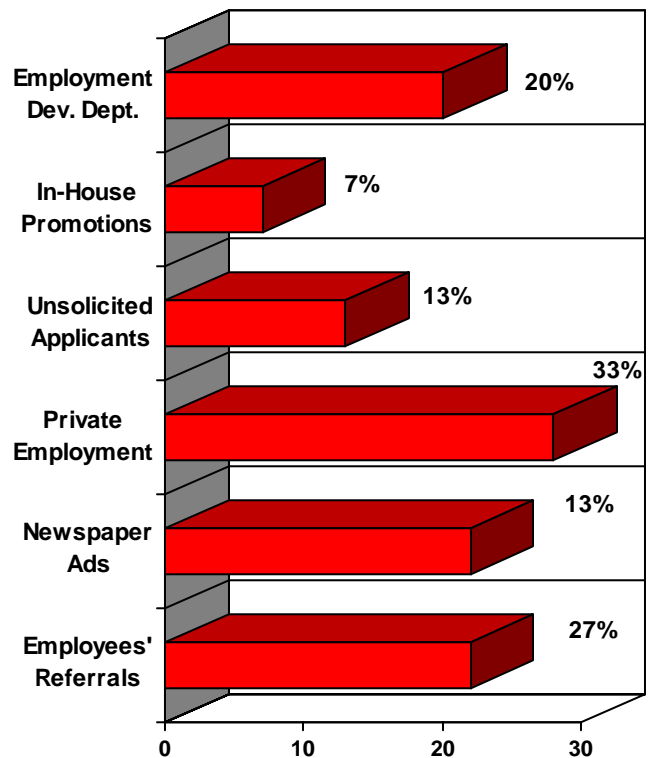
- Organizational skills
- Possession of mechanical aptitude
- Ability to perform routine, repetitive work
- Ability to work as part of a team
- Willingness to work overtime
- Ability to work independently
- Ability to work under pressure
- Ability to interact with others
- Ability to learn from on-the-job training

BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



HOME HEALTH CARE WORKERS

OES CODE: 660110

15 FIRMS RESPONDING

DOT: 354.377-014

TITLE: HOME ATTENDANT

DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons at the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Please include Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

WAGES/BENEFITS

Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 9.00	\$ 5.25
Experienced/New to Firm:	\$ 4.50 - 9.50	\$ 6.00
3 + Yrs. Experience with Firm:	\$ 5.00 -12.00	\$ 6.75

Most employers report 40 hours full-time, and some employees work 20 hours part-time within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	75%	25%
E	Dental Insurance	75%	25%
N	Vision Insurance	33%	17%
E	Life Insurance	58%	8%
F	Paid Sick Leave	75%	25%
I	Paid Vacation	100%	25%
T	Retirement Plan	50%	17%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

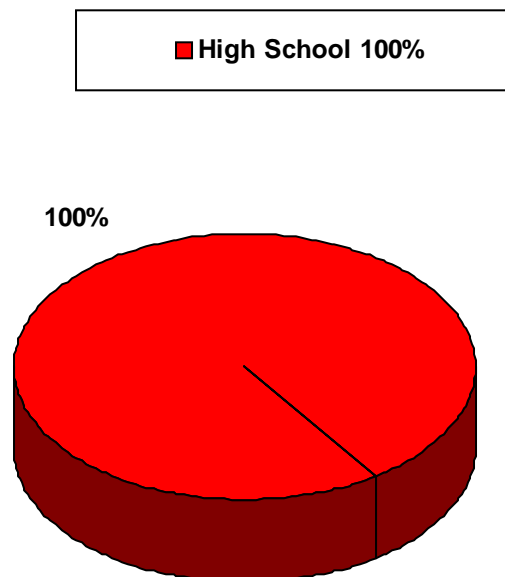
Size: Medium (370-710)
Growth Rating: Much Faster than Average (4.99)
Job Openings: 380

SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year. Many employers reported that employment grew.

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



HOME HEALTH CARE WORKERS

OES CODE: 660110

15 FIRMS RESPONDING

DOT: 354.377-014

TITLE: HOME ATTENDANT

EXPERIENCE & OTHER REQUIREMENTS

Employer responses to work experience requirements were evenly distributed between the categories of 'never,' 'sometimes,' 'usually,' or 'always.' Acceptable work experience includes from 3 - 12 months either in home health care, nursing, or elderly care. Many employers 'always' accept training as a substitute for work experience. Some employers require training or certification as a Certified Home Health Aide (State of California), Home Health Care Certification, or Certified Nursing Assistant.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Oral reading skills
- Ability to understand and interpret complex medical records
- Ability to read labels and instructions
- Ability to care for elderly persons
- Bondable
- Ability to prepare meals
- Ability to apply transferring techniques moving patients
- Ability to record condition of patients
- Ability to take vital signs
- Ability to make recommendations for basic feed purchases
- Possession of a Registered Dental Assistant (RDA) Certificate
- Possession of an HHA Certificate
- Possession of a Certified Nurse Assistant qualification
- Certificate to perform CPR
- Possession of a valid driver's license
- Ability to analyze data to solve problems
- Ability to write effectively
- Problem solving skills
- Ability to synthesize information

PHYSICAL:

- Good vision
- Good physical condition
- Ability to pass a pre-employment medical examination
- Possession of emotional stability
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 50 lbs. repeatedly

PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to handle crisis situations
- Possession of a reliable vehicle
- Willingness to work with close supervision

GENERAL SKILLS (cont'd)

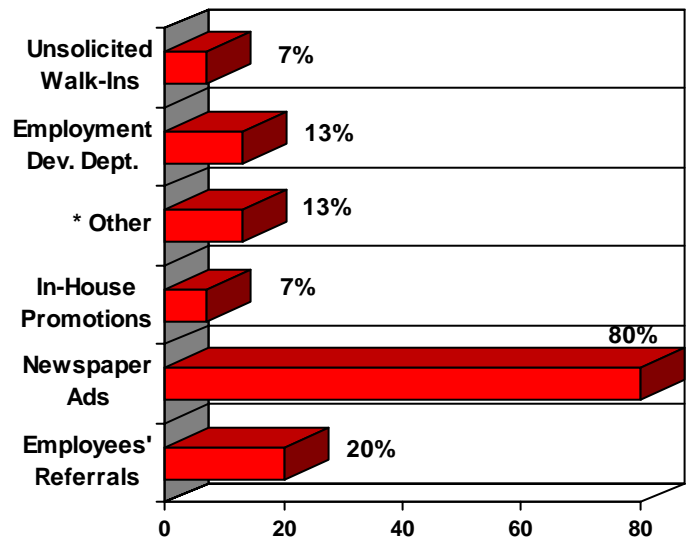
- Willingness to work on-call
- Willingness to work part-time
- Willingness to work nights, weekends, and holidays
- Ability to work as part of a team
- Ability to do shift work
- Public contact skills
- Ability to work independently
- Possession of a good DMV driving record
- Adaptable
- Ability to apply common sense
- Customer service skills
- Ability to deal effectively with difficult individuals
- Ability to exercise patience
- Listening skills
- Ability to make decisions
- Caring and sympathetic attitude
- Reliability and honesty
- Patience and understanding

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: GAIN Referrals

HOTEL DESK CLERKS

OES CODE: 538080

16 FIRMS RESPONDING

DOT: 238.367-038

TITLE: HOTEL CLERK

DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

WAGES/BENEFITS

Union employers tend to pay wages at the high end of the wage scale.

Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 9.86	\$ 6.25
Experienced/New to Firm:	\$ 5.00 - 10.41	\$ 6.50
3 + Yrs. Experience with Firm:	\$ 5.50 - 12.06	\$ 7.75

Some employers 'sometimes' supplement wages with tips or commission.

Almost all employees work 40 hours full-time, and some employees work 24 hours part-time within a work week. Few employees work 40 hours within a seasonal work week.

		F/T*	P/T**
B	Medical Insurance	77%	0%
E	Dental Insurance	77%	0%
N	Vision Insurance	62%	0%
E	Life Insurance	46%	0%
F	Paid Sick Leave	62%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	46%	0%
S	Child Care	8%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

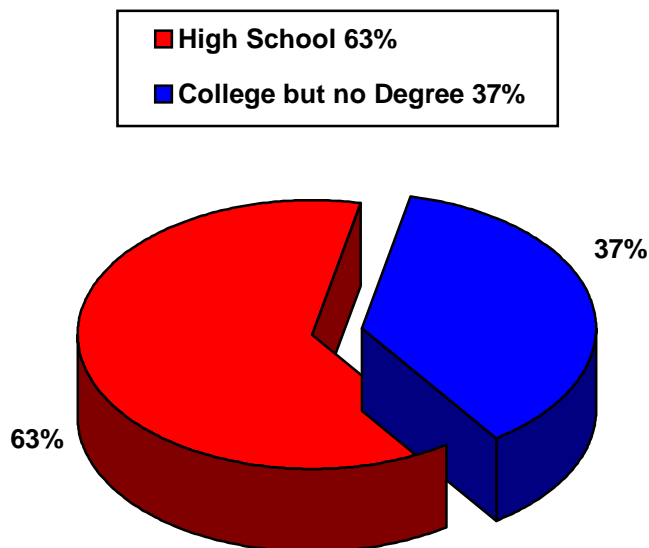
Size: Medium (590-850)
Growth Rating: Much Faster than Average (2.40)
Job Openings: 460

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



HOTEL DESK CLERKS

OES CODE: 538080

16 FIRMS RESPONDING

DOT: 238.367-038

TITLE: HOTEL CLERK

EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'usually' require prior experience in the occupation. Acceptable work experience includes from 6 - 12 months in either front desk, front desk reservation, customer service, cash handling, computer and typing. Most employers 'sometimes' and many employers 'usually' will accept training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Supervisory skills
- Record keeping skills
- Cash handling skills
- Ability to follow billing procedures
- Bondable
- Knowledge of local services and entertainment
- Basic computer skills
- Ability to write effectively
- Knowledge of local streets

PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

PERSONAL OR OTHER:

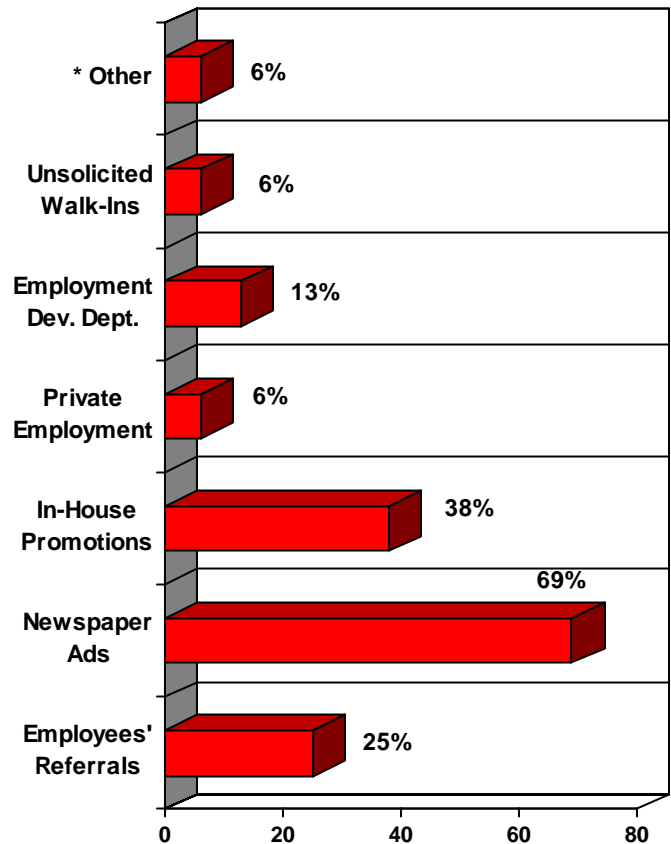
- Understanding of a variety of cultures
- Ability to handle crisis situations
- Good grooming skills
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Willingness to work nights, weekends, and holidays
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Customer service skills

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Opposite seasonal lodge

LAUNDRY AND DRYCLEANING MACHINE OPERATORS AND TENDERS - EXCEPT PRESSING

OES CODE: 927260

15 FIRMS RESPONDING

DOT: 361.665-010
DOT: 361.682-010

TITLE: WASHER, MACHINE
TITLE: RUG CLEANER, MACHINE

DOT: 361.684-010
DOT: 361.684-014

TITLE: LAUNDERER, HAND
TITLE: LAUNDRY WORKER I

DESCRIPTION

Laundry and Drycleaning Machine Operators and Tenders operate or tend washing or dry-cleaning machines to clean or dryclean commercial, industrial, or household articles, such as suede, leather, and cloth garments, furs, blankets, draperies, fine linens, rugs, and carpets.

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'not difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Almost all employers reported that employment in the occupation has remained stable during the past year.

WAGES/BENEFITS

Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.75 -10.00	\$ 5.25
Experienced/New to Firm:	\$ 5.00 -12.00	\$ 5.75
3 + Yrs. Experience with Firm:	\$ 5.50 -15.00	\$ 6.60

Almost all employees work 40 hours full-time, and some employees work 21 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	8%
E	Dental Insurance	92%	8%
N	Vision Insurance	75%	8%
E	Life Insurance	75%	8%
F	Paid Sick Leave	83%	8%
I	Paid Vacation	83%	8%
T	Retirement Plan	83%	8%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

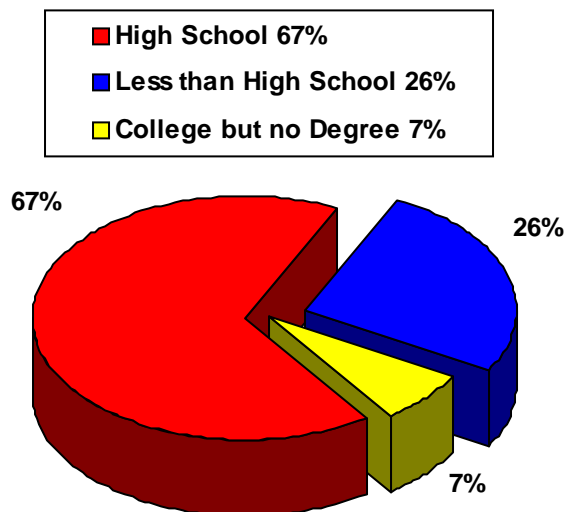
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Small (380-560)
Growth Rating: Much Faster than Average (2.58)
Job Openings: 240

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



LAUNDRY AND DRYCLEANING MACHINE OPERATORS AND TENDERS - EXCEPT PRESSING

OES CODE: 927260

15 FIRMS RESPONDING

DOT: 361.665-010
DOT: 361.682-010

TITLE: WASHER, MACHINE
TITLE: RUG CLEANER, MACHINE

DOT: 361.684-010
DOT: 361.684-014

TITLE: LAUNDERER, HAND
TITLE: LAUNDRY WORKER I

EXPERIENCE & OTHER REQUIREMENTS

Almost all employers 'never' require work experience in the occupation. Most employers 'usually' will accept related training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to operate commercial laundry machines
- Ability to operate commercial drycleaning machines
- Ability to operate drycleaning presses
- Understanding of cleaning compounds and solutions
- Ability to maintain equipment
- Ability to follow safe equipment operating practices
- Knowledge of fabrics
- Drycleaning skills
- Spotting skills
- Possession of a State Drycleaner License

PHYSICAL:

- Ability to use hands, arms, and fingers
- Good eye-hand coordination
- Good vision
- Ability to tolerate dust and unpleasant odors
- Ability to stand continuously for 2 or more hours
- Ability to tolerate heat and humidity
- Ability to lift at least 40 lbs. repeatedly

PERSONAL OR OTHER:

- Willingness to work with close supervision
- High standards of personal cleanliness
- Ability to work as part of a team
- Ability to pay attention to detail
- Ability to work independently
- Customer service skills

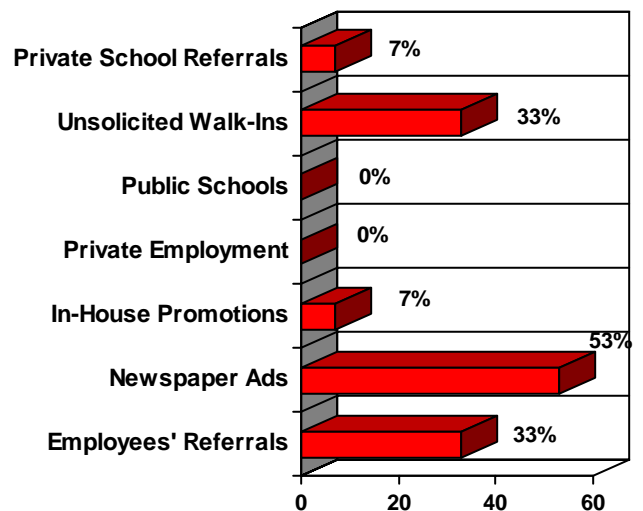
GENERAL SKILLS (cont'd)

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



LAWN MAINTENANCE WORKERS

OES CODE: 790380

15 FIRMS RESPONDING

DOT: 408.161-010

TITLE: LANDSCAPE GARDENER

DOT: 408.687-014

TITLE: LABORER, LANDSCAPE

DESCRIPTION

Lawn Maintenance Workers mow and trim lawns using hand or rider mowers, and trim shrubs and cultivate gardens. They clean grounds using rakes, brooms, blowers, and hoses, haul and spread topsoil using wheelbarrows and rakes, plant lawns using hand and power equipment, and dig holes for plants and trees using picks and shovels. Please do not include workers who also perform the duties of Pruners, Sprayers and Applicators.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 8.00	\$ 5.25
Experienced/New to Firm:	\$ 5.00 - 12.50	\$ 7.00
3 + Yrs. Experience with Firm:	\$ 6.00 - 16.25	\$10.00

Almost all employees work 40 hours full-time within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	75%	0%
E	Dental Insurance	25%	0%
N	Vision Insurance	13%	0%
E	Life Insurance	13%	0%
F	Paid Sick Leave	25%	0%
I	Paid Vacation	75%	0%
T	Retirement Plan	13%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

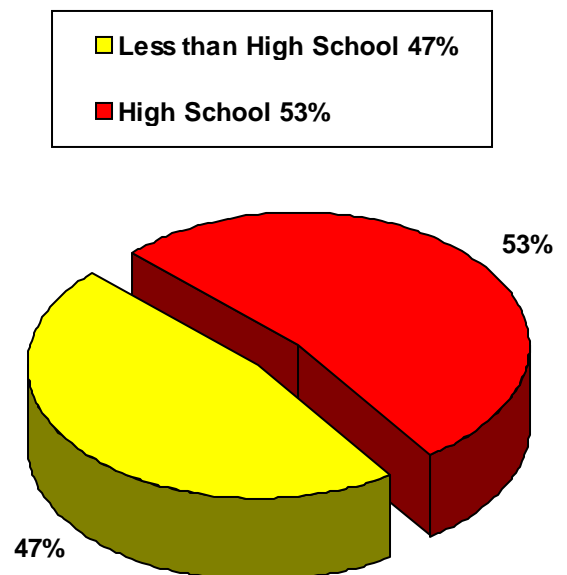
Size: Medium (570-830)
Growth Rating: Much Faster than Average (2.48)
Job Openings: 320

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications and 'not difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



LAWN MAINTENANCE WORKERS

OES CODE: 790380

15 FIRMS RESPONDING

DOT: 408.161-010

TITLE: LANDSCAPE GARDENER

DOT: 408.687-014

TITLE: LABORER, LANDSCAPE

EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'never' require prior experience in the occupation, and some employers 'sometimes' or 'usually' require prior experience. Acceptable experience includes from 6 - 9 months in either landscape, gardening, or lawn maintenance work. Most employers 'sometimes' will accept training as a substitute for work experience. Acceptable training includes from 2 - 6 months in landscaping, on-the-job training, pest control, or equipment operations.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Knowledge of ornamental plants
- Ability to use hand tools
- Ability to operate power hand tools
- Landscape site-planning skills
- Landscape maintenance skills
- Lawn and garden care skills
- Knowledge of gardening tools
- Ability to operate engine-powered pump sprayer
- Ability to operate tree and vine trimming equipment
- Ability to examine tree and vine leaves for damage or disease
- Ability to repair fences and tree or vine props

PHYSICAL:

- Good physical condition
- Ability to work outdoors in all weather conditions
- Ability to tolerate noise and dust

PERSONAL OR OTHER:

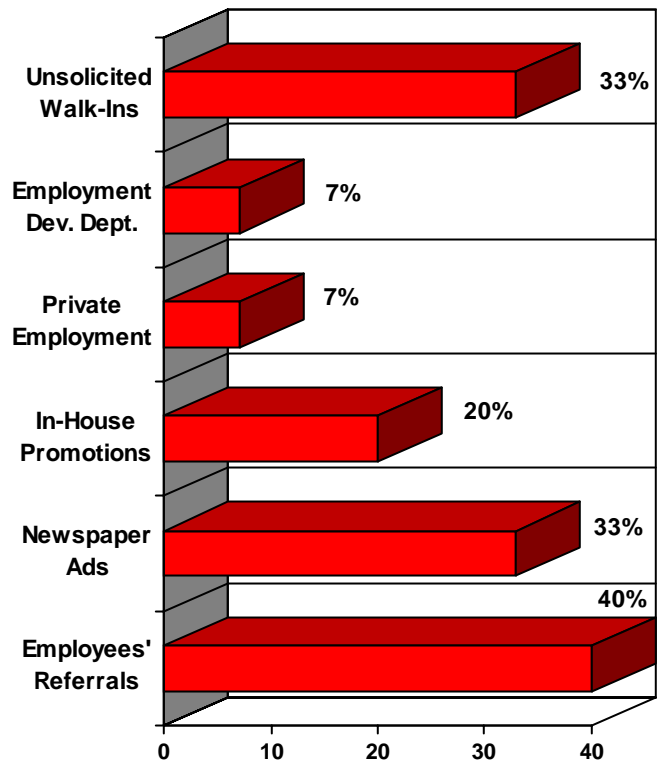
- Willingness to work with close supervision
- Ability to work independently

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



LICENSED VOCATIONAL NURSES

OES CODE: 325050

18 FIRMS RESPONDING

DOT: 079.374-014

TITLE: NURSE, LICENSED PRACTICAL

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 9.00 - 14.00	\$11.50
Experienced/New to Firm:	\$ 10.00 - 16.00	\$12.50
3 + Yrs. Experience with Firm:	\$ 10.00 - 18.00	\$14.00

Most employees work 40 hours full-time, and some employees work 25 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	6%
E	Dental Insurance	94%	6%
N	Vision Insurance	78%	0%
E	Life Insurance	89%	6%
F	Paid Sick Leave	94%	11%
I	Paid Vacation	100%	11%
T	Retirement Plan	89%	11%
S	Child Care	6%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

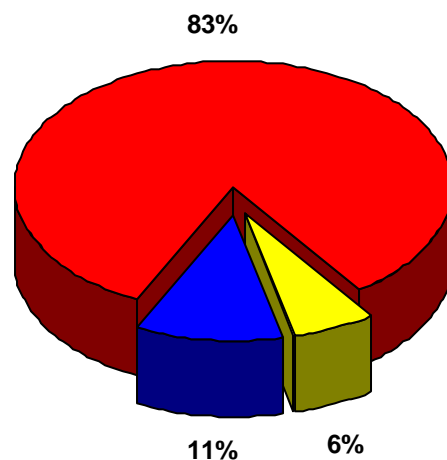
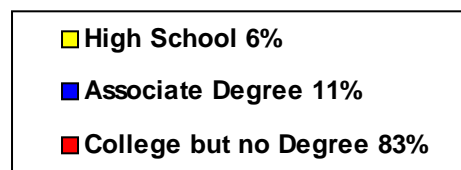
Size: Large (1,600 – 2,020)
Growth Rating: Faster than Average (1.43)
Job Openings: 600

SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year.

EDUCATION & TRAINING

Surveyed employers report the following education levels for recent hires:



LICENSED VOCATIONAL NURSES

OES CODE: 325050

18 FIRMS RESPONDING

DOT: 079.374-014

TITLE: NURSE, LICENSED PRACTICAL

EXPERIENCE & OTHER REQUIREMENTS

Many employers 'never' require prior experience in the occupation. The remaining surveyed employers 'sometimes,' 'usually' or 'always' require prior experience. Acceptable work experience includes from 12 - 36 months as a Licensed Nurse. Many employers 'sometimes' will accept training as a substitute for work experience. Some employers 'never' accept training as a substitute for work experience. All employers require a California License in Vocational Nursing.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to complete and explain insurance forms
- Ability to follow laboratory procedures
- Ability to provide personal services to patients
- Ability to administer an electro-cardiograph (EKG) test
- Record keeping skills
- Ability to administer injections
- Ability to administer medications
- Understanding of asepsis
- Blood drawing skills
- Inhalation therapy skills
- Ability to care for elderly persons
- Ability to apply transferring techniques moving patients
- Ability to take vital signs
- Ability to prepare deceased patients
- Ability to detect complications in patients
- Ability to write effectively
- Knowledge of medical terminology
- Ability to explain to patient & family members self-care tech.

PHYSICAL:

- Physical stamina
- Possession of emotional stability
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs. repeatedly

PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to handle crisis situations
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Willingness to work nights, weekends, and holidays
- Public contact skills
- Ability to work independently
- Ability to work under pressure

GENERAL SKILLS (cont'd)

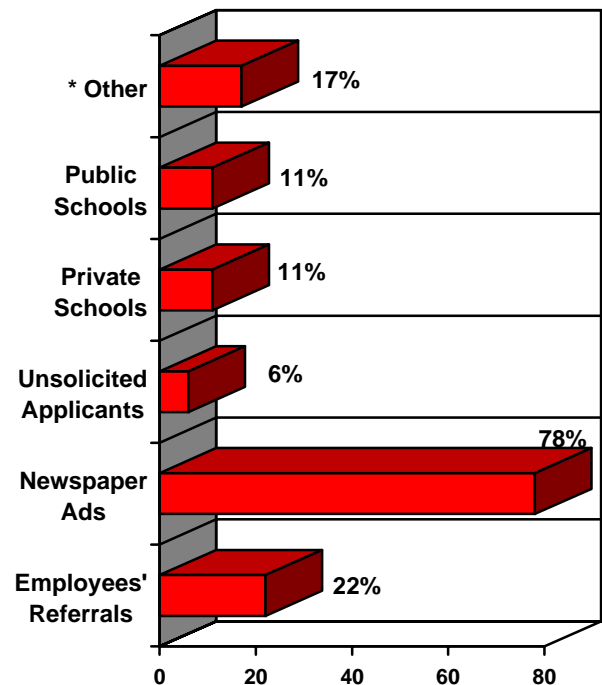
- Ability to deal effectively with difficult individuals
- Caring and sympathetic attitude
- Ability to interact well with others

BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Nursing Magazines and Job Line

LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

15 FIRMS RESPONDING

DOT: 186.167-078
DOT: 186.267-018

TITLE: COMM. LOAN COLL. OFF.
TITLE: LOAN OFFICER

DOT: 186.267-022
DOT: 186.267-026

TITLE: LOAN REVIEW ANALYST
TITLE: UNDERWRITER, MORT.

DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Please include such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Non-Union/Union, Wages and Commissions

	Range	Median
Entry Level/No Experience:	\$ 6.90 -18.20	\$ 8.61
Tips/Commissions:	\$ 7.65 -16.80	\$ 9.59
Experienced/New to Firm:	\$ 6.90 -19.18	\$12.66
Tips/Commissions:	\$13.45 - 26.35	\$19.18
3 + Yrs. Experience with Firm:	\$11.99 - 23.97	\$15.82
Tips/Commissions:	\$19.20 - 47.95	\$40.28

Some employers supplement wages with commissions that are a percentage over the salary or a percentage of the loan.

Almost all employees work 43 hour full-time, and few employees work 23 hours part-time within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	100%	7%
E	Dental Insurance	86%	7%
N	Vision Insurance	71%	7%
E	Life Insurance	86%	7%
F	Paid Sick Leave	57%	7%
I	Paid Vacation	57%	7%
T	Retirement Plan	79%	7%
S	Child Care	7%	7%

* F/T = Full-Time

** P/T = Part-Time

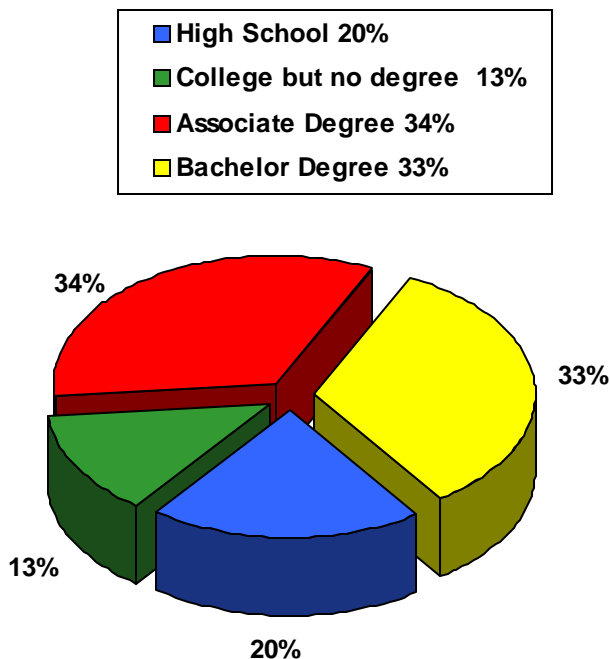
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (900-1,040)
Growth Rating: Slower than Average (0.85)
Job Openings: 230

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

15 FIRMS RESPONDING

DOT: 186.167-078
DOT: 186.267-018

TITLE: COMM. LOAN COLL. OFF.
TITLE: LOAN OFFICER

DOT: 186.267-022
DOT: 186.267-026

TITLE: LOAN REVIEW ANALYST
TITLE: UNDERWRITER, MORT.

EXPERIENCE & OTHER REQUIREMENTS

Most employers 'always' require prior experience in the occupation, and some employers 'sometimes' to 'never' require prior experience. Acceptable work experience includes from 6 - 60 months in either commercial lending, construction lending, consumer lending, collection or mortgage. Many employers 'sometimes' will accept training as a substitute for work experience, while some employers 'never' accept training as a substitute for experience. Some employers require a Department of Real Estate license.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Business math skills
- Ability to maintain financial records
- Ability to plan and organize the work of others
- Negotiation skills
- Ability to apply sales techniques
- Record keeping skills
- Ability to handle credit and collections
- Understanding of regulations affecting financial institutions
- Understanding of conventional loans
- Knowledge of government loan procedures
- Knowledge of microcomputer hardware & operating systems
- Ability to assess and analyze market conditions
- Ability to follow specialized bookkeeping procedures
- Ability to interview others for information
- Ability to use word processing software
- Ability to use spreadsheet software
- Ability to use database software
- Possession of California Real Estate Sales License
- Telephone answering skills
- Ability to write effectively
- Problem solving skills
- Proven sales record

PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

GENERAL SKILLS (cont'd)

PERSONAL OR OTHER:

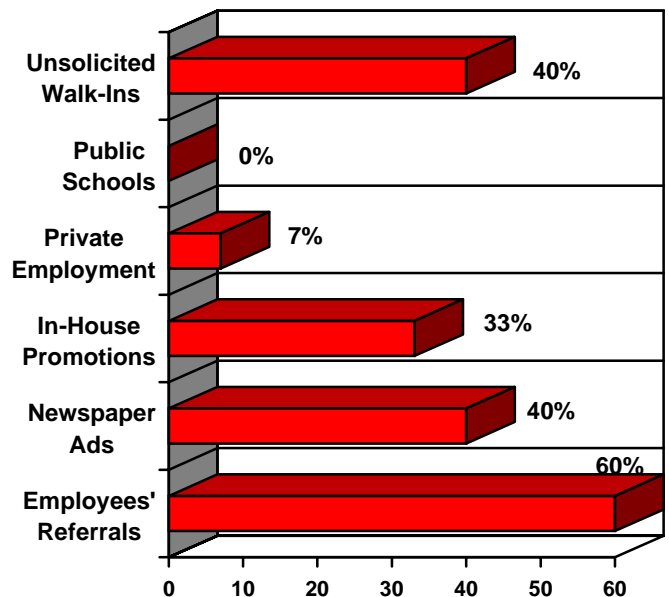
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Public contact skills
- Ability to work independently
- Customer service skills

BASIC:

- Ability to think logically
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

OES CODE: 130110

15 FIRMS RESPONDING

DOT: 141.137-010
DOT: 159.167-010

TITLE: PRODUCTION MGR., ADV.
TITLE: EXECUTIVE PROD., PROMO

DOT: 163.117-014
DOT: 163.117-018

TITLE: MANAGER, EXPORT
TITLE: MANAGER, PROMOTION

DESCRIPTION

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications and a 'little difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 8.00 - 14.38	\$ 8.00
Experienced/New to Firm:	\$10.00 - 35.96	\$16.78
3 + Yrs. Experience with Firm:	\$12.00 - 41.71	\$21.58

Almost all employees work 40 hours full-time within a work week.

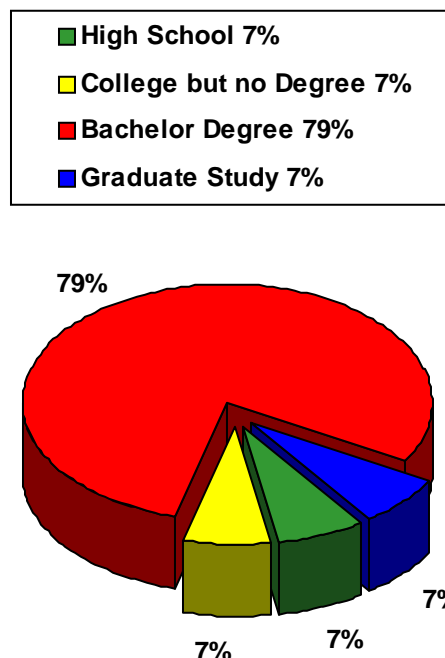
		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	93%	0%
N	Vision Insurance	87%	0%
E	Life Insurance	93%	0%
F	Paid Sick Leave	93%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	93%	0%
S	Child Care	20%	0%

* F/T = Full-Time

** P/T = Part-Time

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1,070-1,310)
Growth Rating: Faster than Average (1.22)
Job Openings: 380

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

OES CODE: 130110

15 FIRMS RESPONDING

DOT: 141.137-010
DOT: 159.167-010

TITLE: PRODUCTION MGR., ADV.
TITLE: EXECUTIVE PROD., PROMO

DOT: 163.117-014
DOT: 163.117-018

TITLE: MANAGER, EXPORT
TITLE: MANAGER, PROMOTION

EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'always' require prior work experience in the occupation. Acceptable work experience includes from 7 - 44 months of either marketing, public relations, advertisement, management, or related work. Most employers 'never' will accept training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to manage an activity or department
- Supervisory skills
- Ability to apply marketing techniques
- Ability to analyze and use market research data and reports
- Understanding of labor relations practices
- Media advertising sales skills
- Ability to apply techniques of statistical analysis
- Telephone sales skills
- Ability to use computer applications in research
- Verbal presentation skills
- Ability to write effectively

PHYSICAL:

- Ability to sit continuously for 2 or more hours
- Ability to motivate others
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Ability to make decisions

PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to motivate others
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Willingness to travel
- Ability to work as part of a team
- Ability to meet deadlines
- Imagination and creativity
- Ability to work independently
- Interpersonal skills
- Ability to work under pressure
- Possession of a good DMV driving record

GENERAL SKILLS (cont'd)

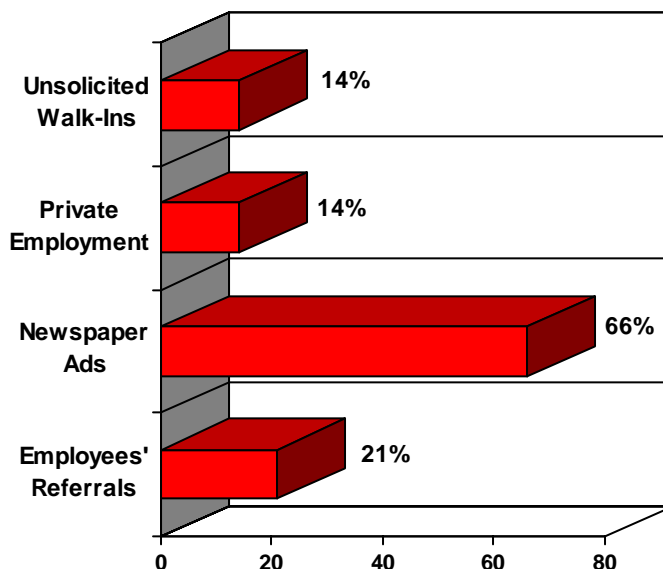
- Ability to maintain good customer relations
- Ability to manage unexpected situations or circumstances
- Ability to manage multiple priorities

BASIC:

- Basic math skills
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE

OES CODE: 874020

15 FIRMS RESPONDING

DOT: 840.381-010
DOT: 840.381-014

TITLE: PAINTER
TITLE: PAINTER, APPRENTICE

DOT: 840.381-018
DOT: 840.684.010

TITLE: PAINTER, SHIPYARD
TITLE: GLASS TINTER

DESCRIPTION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced applicants who meet their hiring qualifications and 'difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

WAGES/BENEFITS

Non Union/Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 11.25	\$ 6.75
Experienced/New to Firm:	\$ 5.50 - 16.50	\$10.25
3 + Yrs. Experience with Firm:	\$ 8.50 - 20.70	\$15.00

Few employers sometimes supplement wages with tips or commissions.

Most employees work 40 hours full-time, and some employees work 21 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	75%	0%
E	Dental Insurance	38%	0%
N	Vision Insurance	25%	0%
E	Life Insurance	63%	0%
F	Paid Sick Leave	25%	0%
I	Paid Vacation	63%	0%
T	Retirement Plan	63%	0%
S	Child Care	13%	0%

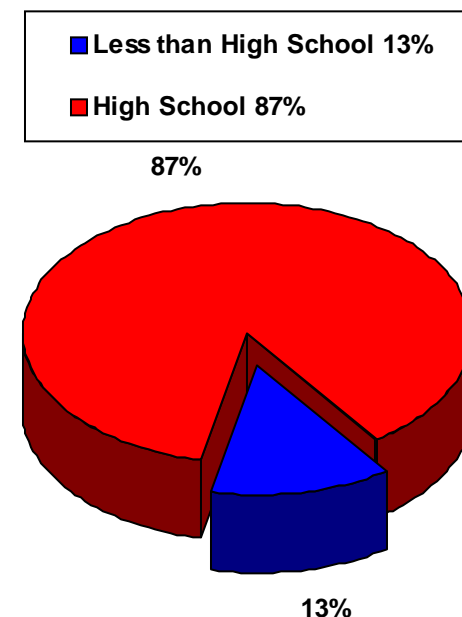
* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (830-960)
Growth Rating: Slower than Average (0.85)
Job Openings: 270



PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE

OES CODE: 874020

15 FIRMS RESPONDING

DOT: 840.381-010
DOT: 840.381-014

TITLE: PAINTER
TITLE: PAINTER, APPRENTICE

DOT: 840.381-018
DOT: 840.684.010

TITLE: PAINTER, SHIPYARD
TITLE: GLASS TINTER

EXPERIENCE & OTHER REQUIREMENTS

Most employers 'never' require prior experience in the occupation. Acceptable work experience includes from 12– 84 months either as a painter, in maintenance, auto painter, or journeyman painter. Most employers 'sometimes' will accept training as a substitute for work experience, and many 'usually' will accept training as a substitute for prior work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to use and read a tape measure
- Knowledge of paints and related chemicals
- Ability to implement safe work practices
- Cost estimating skills
- Brush painting skills
- Roller painting skills
- Spray painting skills
- Drywall installation and repair skills
- Surface preparation skills

PHYSICAL:

- Ability to tolerate dust and paint fumes
- Ability to work from ladder and scaffolds
- Possession of good color perception
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 50 lbs. repeatedly

PERSONAL OR OTHER:

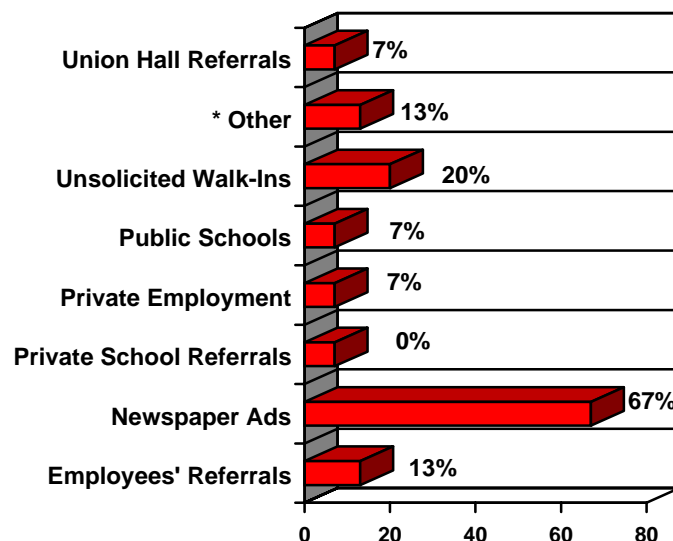
- Possession of a reliable vehicle
- Willingness to work with close supervision
- Ability to pay attention to detail
- Ability to work independently
- Customer service skills

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Paint Companies, School Newspapers

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

OES CODE: 150110

16 FIRMS RESPONDING

DOT: 186.117-042
DOT: 186.117-046

TITLE: MGR., LAND DEV.
TITLE: MANAGER, LEASING

DOT: 186.117-058
DOT: 186.117-062

TITLE: REAL-ESTATE AGENT
TITLE: RENTAL MANAGER

DESCRIPTION

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Please do not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

WAGES/BENEFITS

Non-Union, Wages and Commissions

	Range	Median
Entry Level/No Experience:	\$ 6.90 - 57.55	\$ 9.59
Tips/Commissions:	\$10.75 - 14.40	\$12.56
Experienced/New to Firm:	\$ 7.83 - 57.55	\$12.47
Tips/Commissions:	\$15.35 - 38.35	\$26.85
3 + Yrs. Experience with Firm:	\$ 9.00 - 92.05	\$18.22
Tips/Commissions:	\$19.20 - 47.95	\$33.56

Employers also offer commissions based on a percentage of company profit.

Almost all employees work 47 hours full-time, and few employees work 15 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	92%	0%
E	Dental Insurance	54%	0%
N	Vision Insurance	38%	0%
E	Life Insurance	54%	0%
F	Paid Sick Leave	92%	0%
I	Paid Vacation	92%	0%
T	Retirement Plan	62%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (610-840)
Growth Rating: Much Faster than Average (2.05)
Job Openings: 290

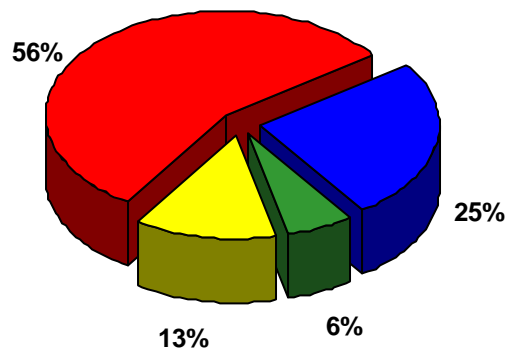
SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Almost all employers reported that employment in the occupation remained stable during the past year.

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 6%
- College but no Degree 13%
- Bachelor Degree 56%
- Associate Degree 25%



PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

OES CODE: 150110

16 FIRMS RESPONDING

DOT: 186.117-042
DOT: 186.117-046

TITLE: MGR., LAND DEV.
TITLE: MANAGER, LEASING

DOT: 186.117-058
DOT: 186.117-062

TITLE: REAL-ESTATE AGENT
TITLE: RENTAL MANAGER

EXPERIENCE & OTHER REQUIREMENTS

Most employers 'always' require prior experience in the occupation. Acceptable work experience includes from 6 – 100 months of prior experience in either real estate, real estate management, general management, RV park management, property management or rental. Most employers 'sometimes' will accept training as a substitute for work experience, while many will 'never' accept training as a substitute for work experience. Most employers require a California Real Estate License or Certified Property Manager License.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Computer skills
- Business math skills
- Completion of bookkeeping courses
- Ability to maintain financial records
- Ability to manage an activity or department
- Ability to plan and organize the work of others
- Ability to prepare and arrange sales contracts
- Ability to handle credit and collections
- Knowledge of escrow and title functions
- Ability to negotiate property leases
- Carpentry skills
- Bondable
- Possession of a California Real Estate Sales License
- Ability to write effectively
- Problem solving skills

PERSONAL OR OTHER:

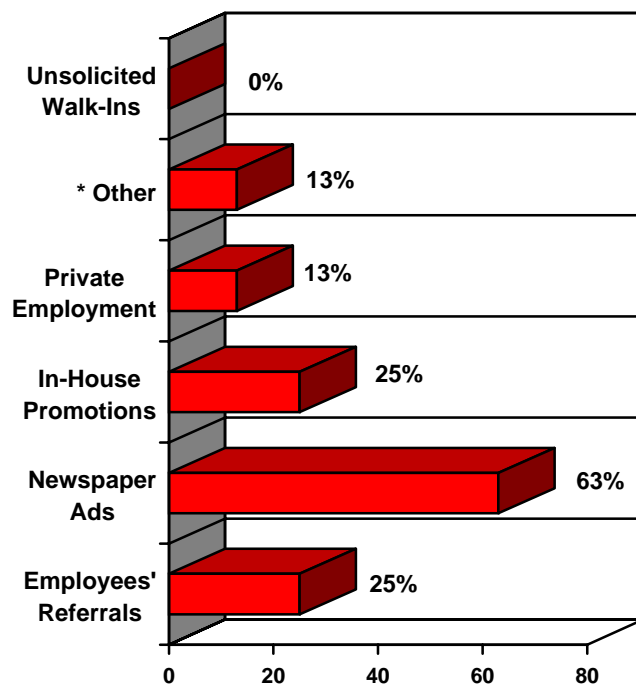
- Public contact skills
- Ability to work independently

BASIC:

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other includes: Head Hunters and Real Estate Institutions

SECRETARIES, GENERAL

OES CODE: 551080

16 FIRMS RESPONDING

DOT: 201.162-010
DOT: 201.362-018

TITLE: SOCIAL SECRETARY
TITLE: MEMBERSHIP SECRETARY

DOT: 201.362-022
DOT: 201.362-026

TITLE: SCHOOL SECRETARY
TITLE: SCRIPT SUPERVISOR

DESCRIPTION

Secretaries relieve officials of clerical work and minor administrative and business details by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year while many employers reported that employment grew.

WAGES/BENEFITS

Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 10.50	\$ 7.50
Experienced/New to Firm:	\$ 7.00 - 12.50	\$10.00
3 + Yrs. Experience with Firm:	\$ 7.00 - 17.50	\$12.00

Almost all employees work 40 hours full-time, and few employees work 23 hours part-time within a work week. Some employees work temporary on a full-time basis.

		F/T*	P/T**
B	Medical Insurance	100%	6%
E	Dental Insurance	100%	6%
N	Vision Insurance	75%	6%
E	Life Insurance	81%	6%
F	Paid Sick Leave	94%	13%
I	Paid Vacation	100%	13%
T	Retirement Plan	63%	6%
S	Child Care	0%	0%

* F/T = Full-Time ** P/T = Part-Time

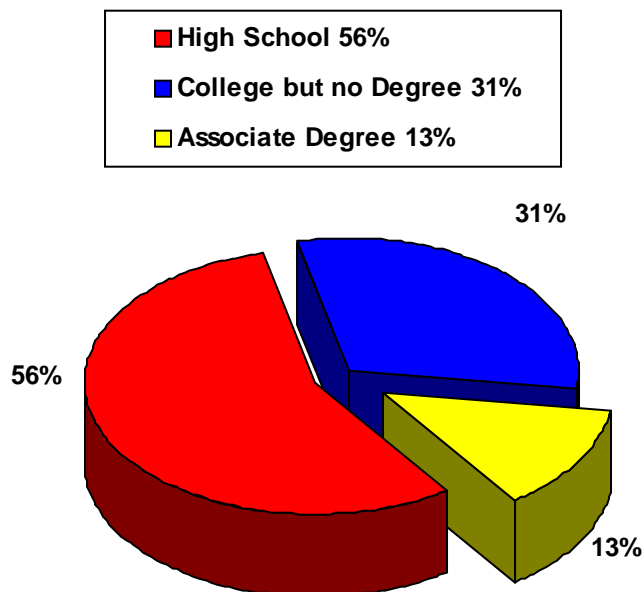
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (5,980-6,490)
Growth Rating: Much Faster than Average (4.62)
Job Openings: 1,450

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



SECRETARIES, GENERAL

OES CODE: 551080

16 FIRMS RESPONDING

DOT: 201.162-010
DOT: 201.362-018

TITLE: SOCIAL SECRETARY
TITLE: MEMBERSHIP SECRETARY

DOT: 201.362-022
DOT: 201.362-026

TITLE: SCHOOL SECRETARY
TITLE: SCRIPT SUPERVISOR

EXPERIENCE & OTHER REQUIREMENTS

Most employers 'always' require prior experience in the occupation. Acceptable experience includes from 12 - 60 months in either clerical, secretarial, or executive secretary work. Most employers 'sometimes' will accept secretarial training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to plan and organize the work of others
- Ability to follow purchasing procedures
- Negotiation skills
- Record keeping skills
- Alphabetic and numeric filing skills
- Proofreading skills
- Ability to assess and analyze market conditions
- Ability to hire and assign personnel
- Ability to follow billing procedures
- Ability to prepare business correspondence
- Ability to use spreadsheet software
- Ability to use word processing software
- Ability to use database software
- English grammar, spelling, and punctuation skills
- Ability to analyze data to solve problems
- Telephone answering skills
- Ability to write effectively
- Ability to maintain an appointment calendar
- Ability to synthesize information
- Shorthand skills
- Bilingual skills
- Ability to take dictation at 100 wpm or more
- Ability to type at least 60 wpm

PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

PERSONAL OR OTHER:

- Willingness to work with close supervision
- Public contact skills
- Ability to work independently
- Interpersonal skills
- Ability to work under pressure
- Creativity
- Ability to make decisions

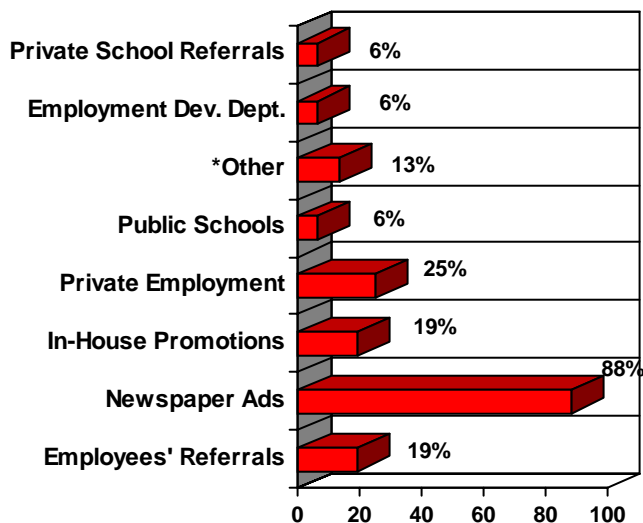
GENERAL SKILLS (cont'd)

BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly, and good oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



*Other includes: Flyers, Interest Cards

SECRETARIES, MEDICAL

OES CODE: 551050

16 FIRMS RESPONDING

DOT: 201.362-014

TITLE: MEDICAL SECRETARY

DESCRIPTION

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 9.00	\$ 7.70
Experienced/New to Firm:	\$ 5.00 - 13.00	\$ 8.88
3 + Yrs. Experience with Firm:	\$ 8.00 - 17.00	\$10.25

Almost all employees work 40 hours full-time, and few employees work 23 hours part-time within a work week. Few employees work temporary on a full-time basis.

		F/T*	P/T**
B	Medical Insurance	88%	13%
E	Dental Insurance	63%	6%
N	Vision Insurance	44%	13%
E	Life Insurance	69%	13%
F	Paid Sick Leave	100%	13%
I	Paid Vacation	100%	13%
T	Retirement Plan	50%	13%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

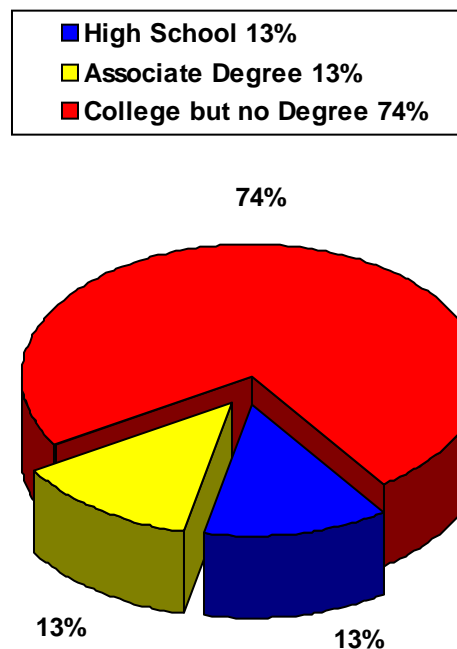
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (710-860)
Growth Rating: Faster than Average (1.15)
Job Openings: 270

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



SECRETARIES, MEDICAL

OES CODE: 551050

16 FIRMS RESPONDING

DOT: 201.362-014

TITLE: MEDICAL SECRETARY

EXPERIENCE & OTHER REQUIREMENTS

Employer responses to work experience requirements were evenly distributed between the categories of 'never,' 'sometimes,' 'usually,' and 'always.' Acceptable experience includes 6 - 36 months as a medical secretary, medical assistant, medical receptionist work, in related medical or medical terminology. Most employers 'sometimes' will accept training as a substitute for work experience while few employers require a medical assistant certification.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to maintain financial records
- Ability to complete and explain insurance forms
- Proofreading skills
- Ability to handle credit and collections
- Knowledge of microcomputer hardware & operating system
- Ability to follow billing procedures
- Ability to use spreadsheet software
- Ability to use word processing software
- Certified in Medical Transcription as a CMT
- Ability to requisition supplies
- Ability to analyze data to solve problems
- Telephone answering skills
- Ability to write effectively
- Knowledge of medical terminology
- Ability to maintain an appointment calendar
- Ability to synthesize information
- Knowledge of medical records coding for reimbursement
- Ability to take dictation at 100 wpm or more
- Ability to type at least 60 wpm

PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

PERSONAL OR OTHER:

- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Customer service skills
- Ability to make decisions
- Creativity

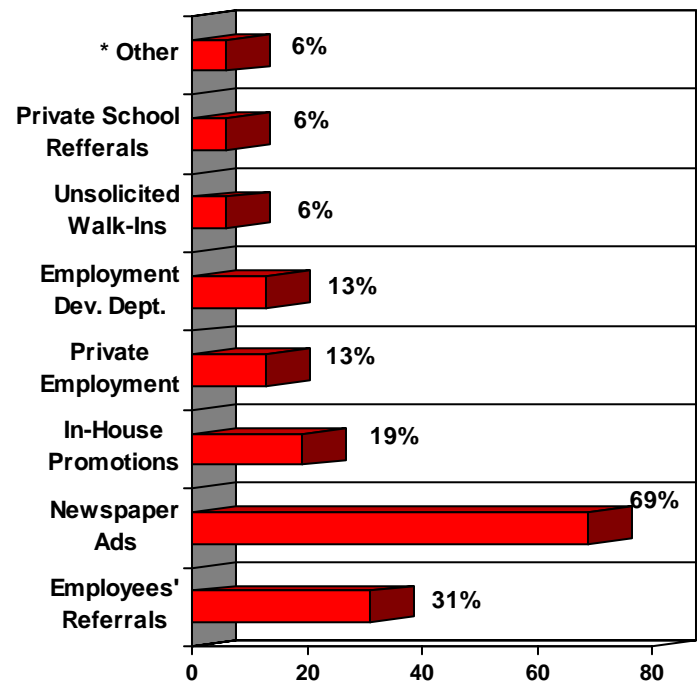
GENERAL SKILLS (cont'd)

BASIC:

- Basic math skills
- Ability to read and follow instructions

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: County Job Board

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING

OES CODE: 251020

15 FIRMS RESPONDING

DOT: 030.162-014
DOT: 030.167-014

TITLE: PROGRAMMER - ANALYST
TITLE: SYSTEMS ANALYST

DOT: 030.162-022
DOT: 109.067-010

TITLE: SYSTEMS PROGRAMMER
TITLE: INFORMATION SCIENTIST

DESCRIPTION

Systems Analysts, Electronic Data Processing Analysts analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications and a 'little difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 18.00	\$10.55
Experienced/New to Firm:	\$ 6.00 - 36.92	\$13.43
3 + Yrs. Experience with Firm:	\$ 6.00 - 39.32	\$15.82

Almost all employees work 40 hours full-time, and some employees work 25 hours part-time within a work week.

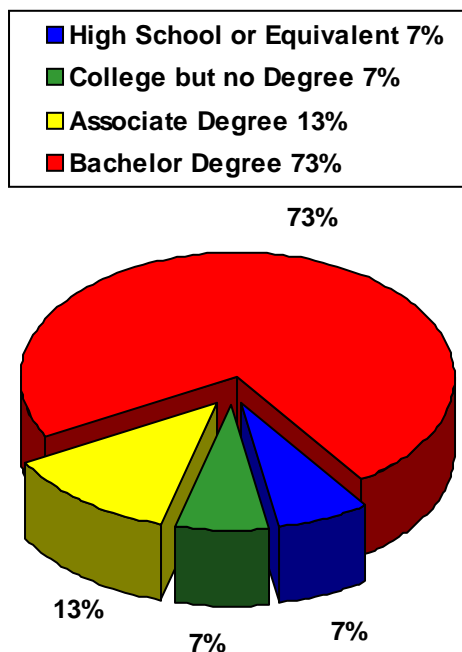
		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	86%	0%
E	Life Insurance	100%	0%
F	Paid Sick Leave	93%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	79%	0%
S	Child Care	7%	0%

* F/T = Full-Time

** P/T = Part-Time

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (530-850)
Growth Rating: Much Faster than Average (3.28)
Job Openings: 340

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

OES CODE: 251020

15 FIRMS RESPONDING

DOT: 030.162-014
DOT: 030.167-014

TITLE: PROGRAMMER - ANALYST
TITLE: SYSTEMS ANALYST

DOT: 030.162-022
DOT: 109.067-010

TITLE: SYSTEMS PROGRAMMER
TITLE: INFORMATION SCIENTIST

EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'usually' require prior experience in the occupation. Acceptable experience includes from 6 - 24 months in either systems analysts, electronic data processing, data input, or data analysis work. Many employers 'never' will accept training as a substitute for work experience, and some will 'sometimes' or 'usually' accept systems analyst training as a substitute for work experience.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

Knowledge of algebra
Ability to plan and organize the work of others
Ability to prepare flow-charts
Ability to write, edit, and debug computer programs
Ability to use COBOL 85
Knowledge of mainframe hardware and operating systems
Knowledge of microcomputer hardware & operating systems
Knowledge of minicomputer hardware & operating systems
Ability to use Borland C++ programming language
Knowledge of UNIX
Ability to use database software
Ability to use word processing software applications
Ability to use spreadsheet software applications
Ability to use business applications software
Ability to use scientific applications software
Understanding of wide area networks (WAN)
Ability to set up and maintain multi-user systems
Understanding of local area networks (LAN)
Ability to interpret data
Ability to write effectively
Problem solving skills
Ability to use MS-DOS
Knowledge of Macintosh operating system
Ability to use Microsoft C++ programming language

PHYSICAL:

Ability to sit continuously for 2 or more hours

PERSONAL OR OTHER:

Willingness to work with close supervision
Ability to work independently
Interpersonal skills

GENERAL SKILLS (cont'd)

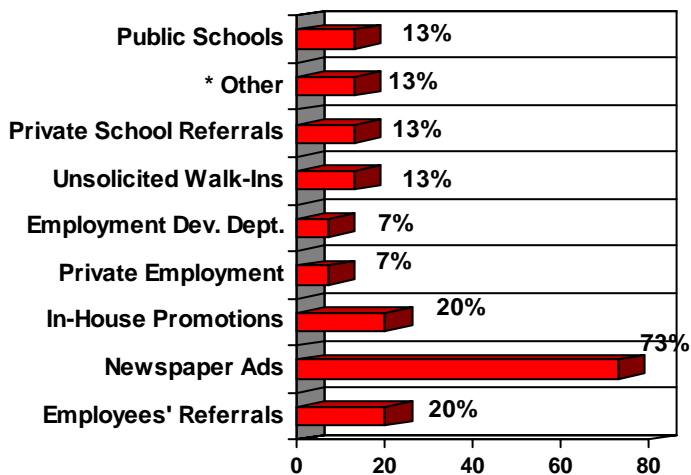
Customer service skills
Ability to make decisions

BASIC:

Ability to read and follow instructions
Ability to write legibly
Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Electronic Job Fairs, County Postings

TEACHERS, SECONDARY SCHOOL

OES CODE: 313080

15 FIRMS RESPONDING

DOT: 091.221-010
DOT: 091.227-010

TITLE: TEACHER, IND. ARTS
TITLE: TEACHER, SEC. SCHOOL

DOT: 099.224-010
DOT: 099.227-022

TITLE: INST., PHYSICAL ED.
TITLE: INST., MILITARY SCI.

DESCRIPTION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and 'somewhat difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$12.00 - 15.60	\$ 14.41
Experienced/New to Firm:	\$12.45 - 19.75	\$ 18.19
3 + Yrs. Experience with Firm:	\$14.40 - 22.45	\$ 20.14

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 9.86 - 15.34	\$ 11.51
Experienced/New to Firm:	\$10.00 - 23.97	\$ 12.30
3 + Yrs. Experience with Firm:	\$13.00 - 25.57	\$ 14.32

Almost all employees work 36 hours full-time, and few employees work 18 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	93%	7%
E	Dental Insurance	73%	7%
N	Vision Insurance	60%	7%
E	Life Insurance	67%	7%
F	Paid Sick Leave	93%	7%
I	Paid Vacation	33%	7%
T	Retirement Plan	80%	7%
S	Child Care	0%	0%

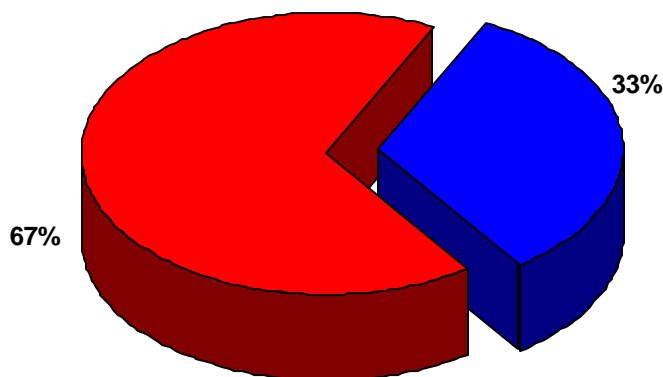
* F/T = Full-Time

** P/T = Part-Time

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ Bachelor Degree 67%
■ Graduate Study 33%



EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (4,620-5,690)
Growth Rating: Faster than Average (1.26)
Job Openings: 1,830

TEACHERS, SECONDARY SCHOOL

OES CODE: 313080

15 FIRMS RESPONDING

DOT: 091.221-010
DOT: 091.227-010

TITLE: TEACHER, IND. ARTS
TITLE: TEACHER, SEC. SCHOOL

DOT: 099.224-010
DOT: 099.227-022

TITLE: INST., PHYSICAL ED.
TITLE: INST., MILITARY SCI.

EXPERIENCE & OTHER REQUIREMENTS

Employer responses to work experience requirements were evenly distributed between the categories of 'never,' 'sometimes,' 'usually,' or 'always.' Acceptable work experience includes from 12 - 24 months of either teaching, secondary teaching or music instruction work. Almost all employers 'sometimes' will accept training as a substitute for work experience. Almost all surveyed employers require a California Teaching Credential.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Basic computer skills
- Knowledge of algebra
- Ability to apply teaching skills
- Audiovisual teaching skills
- Artistic skills
- Supervisory skills
- Classroom management skills
- Record keeping skills
- Ability to administer emergency first aid
- Possession of a state teachers' certificate
- Ability to perform advanced mathematical computations
- Ability to write effectively
- Problem solving skills
- Possession of a designated subjects teaching credential

PHYSICAL:

- Ability to pass a pre-employment medical examination

PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Possession of a clean police record
- Willingness to work with close supervision
- Public contact skills
- Ability to work independently
- Interpersonal skills
- Ability to work under pressure
- Ability to exercise patience

BASIC:

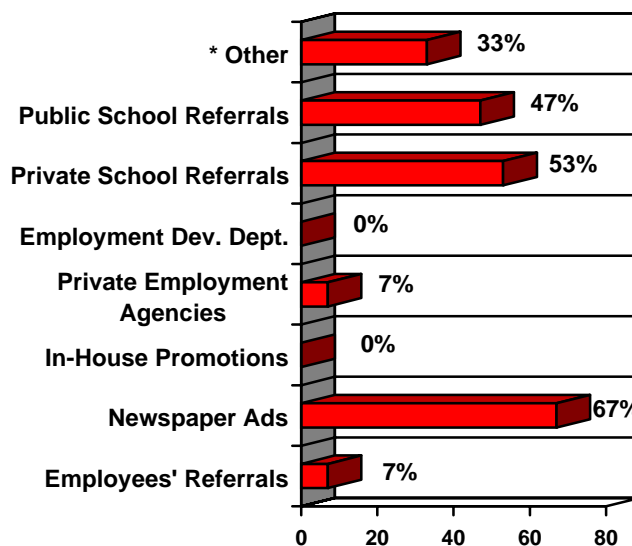
- Basic math skills
- Ability to read and follow instruction

GENERAL SKILLS (cont'd)

Ability to write legibly
Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: EDCAL, Job Search, and Christian Periodicals

TEACHERS, SPECIAL EDUCATION

OES CODE: 313110

16 FIRMS RESPONDING

DOT: 094.107-010
DOT: 094.224-010

TITLE: WORK-STUDY COORD.
TITLE: TEACHER, HEARING IMPAIRED

DOT: 094.224-014
DOT: 094.224-018

TITLE: PHYSICALLY IMPAIRED
TITLE: VISUALLY IMPAIRED

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'very difficult' finding fully experienced applicants who meet their hiring qualifications and 'somewhat difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 12.00 - 17.55	\$15.34
Experienced/New to Firm:	\$ 12.45 - 23.55	\$18.22
3 + Yrs. Experience with Firm:	\$ 14.40 - 26.85	\$20.41

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 9.11 - 15.34	\$ 9.20
Experienced/New to Firm:	\$ 9.59 - 18.08	\$11.64
3 + Yrs. Experience with Firm:	\$ 11.03 - 21.92	\$14.12

Almost all employees work 36 hours full-time, and few employees work 21 hours part-time within a work week.

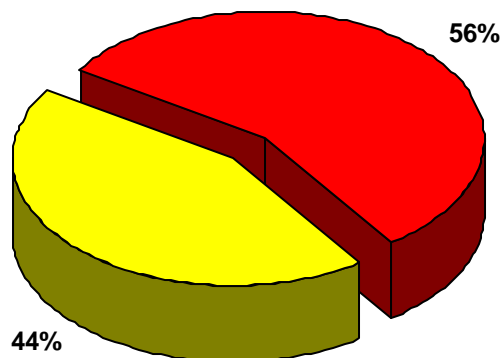
		F/T*	P/T**
B	Medical Insurance	94%	13%
E	Dental Insurance	81%	13%
N	Vision Insurance	81%	13%
E	Life Insurance	69%	6%
F	Paid Sick Leave	94%	0%
I	Paid Vacation	19%	0%
T	Retirement Plan	94%	13%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

Surveyed employers report the following education levels of recent hires:

- Bachelor Degree 44%
- Graduate Study 56%



EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (840-1,200)
Growth Rating: Much Faster than Average (2.33)
Job Openings: 430

TEACHERS, SPECIAL EDUCATION

OES CODE: 313110

16 FIRMS RESPONDING

DOT: 094.107-010
DOT: 094.224-010

TITLE: WORK-STUDY COORD.
TITLE: TEACHER, HEARING IMPAIRED

DOT: 094.224-014
DOT: 094.224-018

TITLE: PHYSICALLY IMPAIRED
TITLE: VISUALLY IMPAIRED

EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'never' require prior experience in the occupation, and some employers 'sometimes' require prior experience. Acceptable work experience includes from 11 - 22 months of special education teaching or teaching work. Many employers 'sometimes' will accept training as a substitute for work experience. Almost all employers require a California Special Education Teaching Credential.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Sign language skills
- Ability to read braille
- Ability to read lips
- Ability to teach physical education
- Ability to work with children having special needs
- Ability to use computers as a teaching tool
- Artistic skills
- Musical skills
- Supervisory skills
- Classroom management skills
- Ability to plan and organize training programs
- Ability to administer emergency first aid
- Ability to apply principles of recreation
- Ability to write effectively
- Bilingual skills
- Research skills
- Ability to assess self and social skills
- Ability to assess cognitive and language skills
- Ability to assess motor skills

PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to motivate others
- Ability to handle crisis situations
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Ability to work as part of a team
- Imagination and creativity
- Ability to work independently

GENERAL SKILLS (cont'd)

PERSONAL OR OTHER: (cont'd)

- Interpersonal skills
- Ability to work under pressure
- Ability to maintain classroom discipline
- Ability to exercise patience

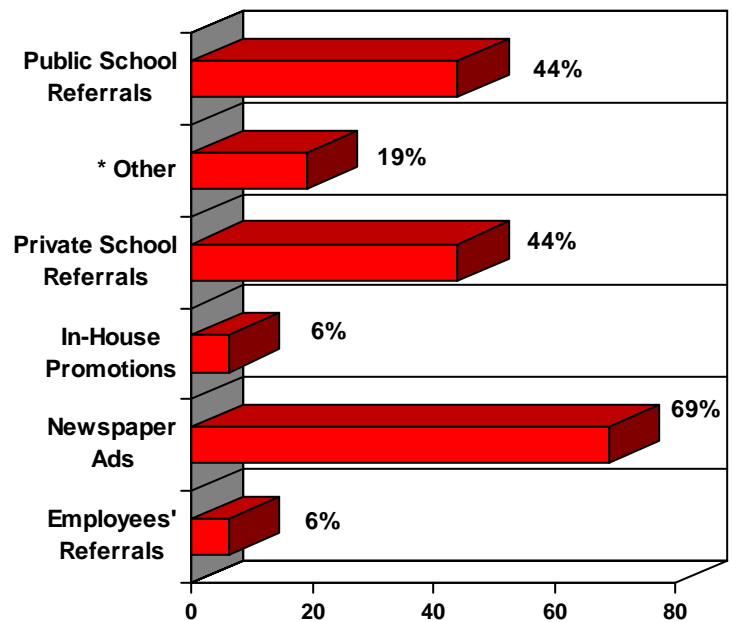
BASIC:

- Basic math skills
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:

*Other includes: EDCAL, Professional Organization,



and
Professional Newsletters

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES CODE: 971020

15 FIRMS RESPONDING

DOT: 900.683-010
DOT: 902.683-010

TITLE: CONCRETE-MIXING
TITLE: DUMP- TRUCK DRIVER

DOT: 903.683-010
DOT: 903.683-014

TITLE: EXPLOSIVES-TRUCK
TITLE: POWDER-TRUCK DRIVER

DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or package form. They may be required to unload trucks.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and 'somewhat difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

WAGES/BENEFITS

Union employers pay wages at the high end of the wage scale. Few employers pay a percentage of profit commission in addition to wages.

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.75 - 12.00	\$ 10.00
Experienced/New to Firm:	\$ 4.75 - 25.55	\$ 12.00
3 + Yrs. Experience with Firm:	\$ 4.75 - 29.85	\$ 14.00

Most employees work 47 hours full-time, and few employees work 25 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	93%	0%
E	Dental Insurance	71%	0%
N	Vision Insurance	50%	0%
E	Life Insurance	36%	0%
F	Paid Sick Leave	29%	0%
I	Paid Vacation	86%	0%
T	Retirement Plan	50%	0%
S	Child Care	0%	0%

* F/T = Full-Time

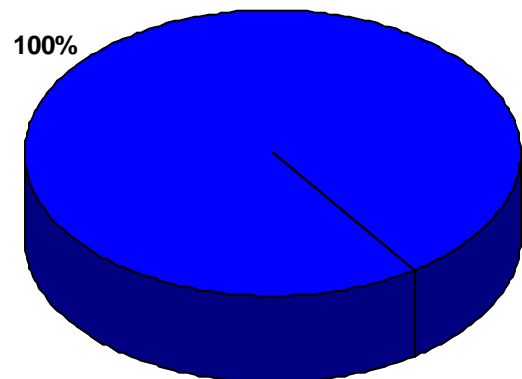
** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (2,610-3,250)
Growth Rating: Faster than Average (1.33)
Job Openings: 970

■ High School 100%



TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES CODE: 971020

15 FIRMS RESPONDING

DOT: 900.683-010
DOT: 902.683-010

TITLE: CONCRETE-MIXING
TITLE: DUMP- TRUCK DRIVER

DOT: 903.683-010
DOT: 903.683-014

TITLE: EXPLOSIVES-TRUCK
TITLE: POWDER-TRUCK DRIVER

EXPERIENCE & OTHER REQUIREMENTS

Many employers 'usually' or 'always' require prior experience in the occupation. Acceptable experience includes from 6 - 36 months of prior experience in either truck driving, heavy truck driving, transfer truck, long haul truck driving, concrete mixer driving, or related work. Many employers 'sometimes' will accept training as a substitute for work experience. Almost all employers require a truck driving license. Some employers require a hazardous materials license and a complete medical examination.

GENERAL SKILLS

The following skills data was rated important by employers form 1992 - 1994 CCOIS statewide surveys:

TECHNICAL :

- Ability to operate a fork lift
- Ability to read invoices
- Record keeping skills
- Automotive maintenance and minor repair skills
- Ability to meet ICC requirements
- Ability to drive trucks long distances
- Ability to load and unload freight
- Map reading skills
- Possession of valid Class A driver's license
- Possession of valid Class B driver's license
- Ability to analyze data to solve problems
- Knowledge of local streets
- Ability to synthesize information
- Ability to safely transport hazardous materials

PHYSICAL:

- Ability to pass a pre-employment medical examination
- Ability to lift at least 75 lbs. repeatedly

PERSONAL OR OTHER:

- Willingness to work on-call
- Ability to work independently
- Interpersonal skills
- Possession of a good DMV driving record
- Creativity
- Ability to make decisions

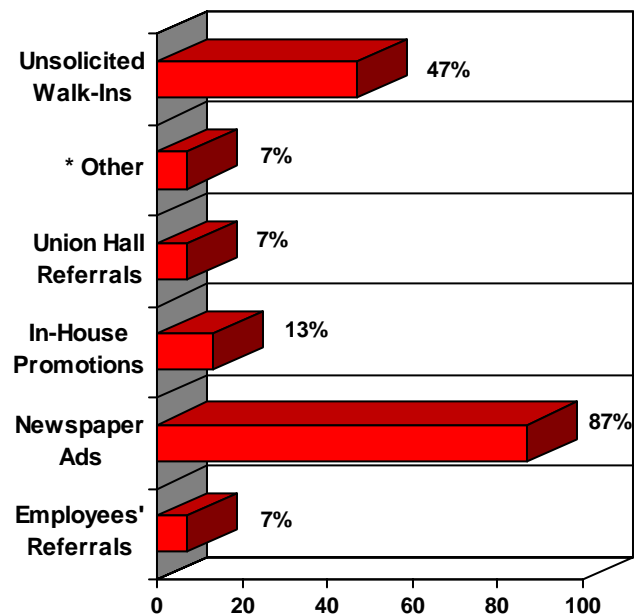
GENERAL SKILLS (cont'd)

BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



* Other includes: Industry Referrals

TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

OES CODE: 971050

16 FIRMS RESPONDING

DOT: 906.683-010
DOT: 906.683-014

TITLE: FOOD-SER. DRIVERS
TITLE: LIQUID-FERT. SERVICER

DOT: 906.683-018
DOT: 906.683-022

TITLE: TEL.- DIR. -DST. DRIV.
TITLE: TRUCK DRIVER, LIGHT

DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

WAGES/BENEFITS

Union employers pay wages at the high end of the wage range. Some employers pay commission, tips or mileage in addition to wages.

Non-Union/ Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 17.25	\$ 5.38
Experienced/New to Firm:	\$ 4.25 - 17.25	\$ 5.75
3 + Yrs. Experience with Firm:	\$ 5.25 - 18.70	\$ 7.75

Almost all employees work 40 hours full-time, and some employees work 25 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	18%
E	Dental Insurance	82%	18%
N	Vision Insurance	45%	18%
E	Life Insurance	55%	18%
F	Paid Sick Leave	45%	9%
I	Paid Vacation	100%	9%
T	Retirement Plan	18%	0%
S	Child Care	9%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

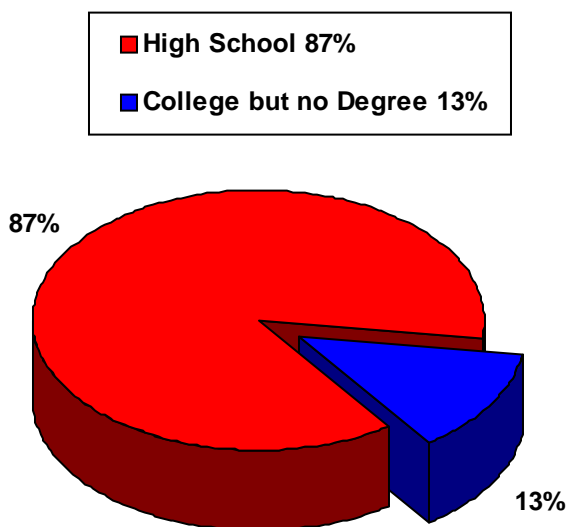
Size: Very Large (3,430-4,390)
Growth Rating: Much Faster than Average (1.52)
Job Openings: 1,400

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Many employers reported that employment in the occupation remained stable, and many employers reported that employment in the occupation grew during the past year.

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

OES CODE: 971050

16 FIRMS RESPONDING

DOT: 906.683-010
DOT: 906.683-014

TITLE: FOOD-SER. DRIVERS
TITLE: LIQUID-FERT. SERVICER

DOT: 906.683-018
DOT: 906.683-022

TITLE: TEL.- DIR. -DST. DRIV.
TITLE: TRUCK DRIVER, LIGHT

EXPERIENCE & OTHER REQUIREMENTS

Many employers 'never' require prior experience in the occupation, and some 'sometimes' require prior experience. Acceptable experience includes from 6 - 13 months of delivery driving, driving, or equipment knowledge experience. Many employers 'sometimes' will accept training as a substitute for work experience. Few employers require a Class A driver's license.

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Ability to operate a fork lift
- Ability to read invoices
- Ability to apply sales techniques
- Record keeping skills
- Cash handling skills
- Understanding of inventory techniques
- Ability to make change
- Ability to load and unload freight
- Bondable
- Map reading skills
- Possession of a valid Class A driver's license
- Possession of a valid Class B driver's license
- Ability to write effectively
- Knowledge of local streets
- Possess product knowledge
- Knowledge of the employer's organization

PHYSICAL:

- Ability to pass a pre-employment medical examination
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Possession of vehicle insurance
- Ability to lift at least 75 lbs. repeatedly

PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Willingness to work on-call
- Willingness to work part-time
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Possession of a good DMV driving record
- Customer service skills

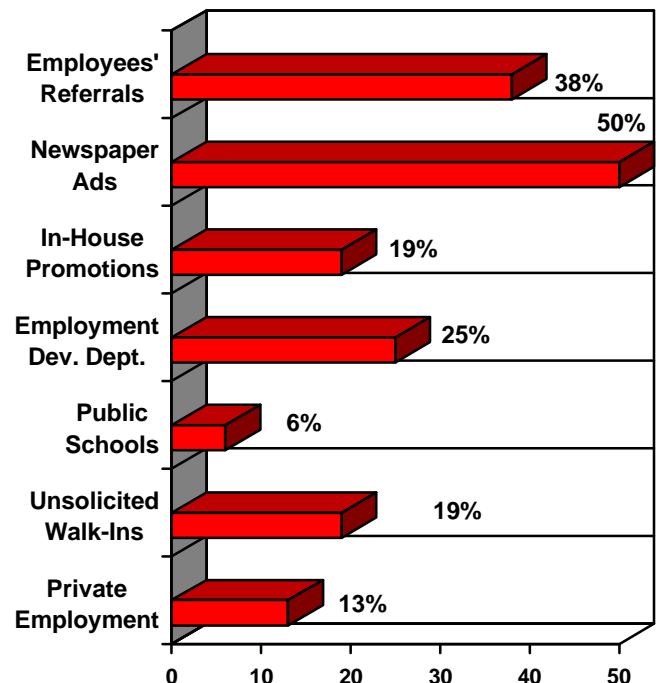
GENERAL SKILLS (cont'd)

BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



VETERINARY TECHNICIANS AND TECHNOLOGISTS

OES CODE: 329510

15 FIRMS RESPONDING

DOT: 079.361-014

TITLE: VETERINARY TECH

DESCRIPTION

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants and a 'little difficult' finding inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 6.50 - 8.50	\$ 8.00
Experienced/New to Firm:	\$ 7.00 - 10.00	\$ 9.00
3 + Yrs. Experience with Firm:	\$ 9.00 - 12.00	\$12.00

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 8.00	\$ 6.25
Experienced/New to Firm:	\$ 6.00 - 8.00	\$ 7.50
3 + Yrs. Experience with Firm:	\$ 8.00 - 12.00	\$ 8.80

Most employees work 40 hours full-time, and some employees work 22 hours part-time within a work week.

		F/T*	P/T**
B	Medical Insurance	46%	0%
E	Dental Insurance	31%	0%
N	Vision Insurance	23%	0%
E	Life Insurance	23%	0%
F	Paid Sick Leave	69%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	23%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

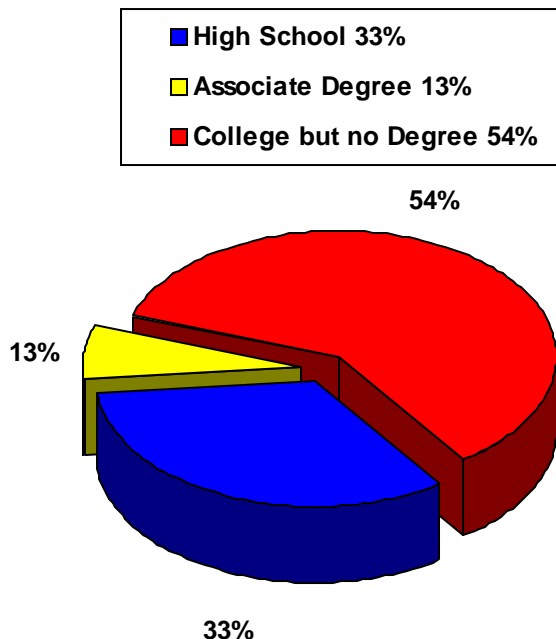
EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1,595-2,016)
Growth Rating: Faster than Average (1.45)
Job Openings: 421

EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



VETERINARY TECHNICIANS AND TECHNOLOGISTS

OES CODE: 329510

15 FIRMS RESPONDING

DOT: 079.361-014

TITLE: VETERINARY TECH

EXPERIENCE & OTHER REQUIREMENTS

Many employers 'usually' require prior experience in the occupation. Acceptable experience includes 12 months in either animal health technician, veterinary technician, or technician work. Many employers 'sometimes' will accept training to substitute for work experience. Some employers require either 24-month veterinary technician certification, college training and 2-year college degree, or AATT certification (12 months).

GENERAL SKILLS

The following skills data was rated important by employers from 1992 - 1994 CCOIS statewide surveys:

TECHNICAL:

- Basic computer skills
- Ability to operate precision laboratory equipment
- Ability to follow laboratory procedures
- Ability to perform routine laboratory tasks
- Instrument sterilization skills
- Blood drawing skills
- Ability to accurately record and report information
- Ability to write effectively
- Knowledge of medical terminology
- Ability to produce radiographs
- Knowledge of veterinary office procedures

PHYSICAL:

- Good eye-hand coordination
- Good physical condition
- Possession of emotional stability
- Ability to lift at least 50 lbs. repeatedly

PERSONAL OR OTHER:

- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Ability to work as part of a team
- Public contact skills
- Ability to work independently
- Ability to work under pressure

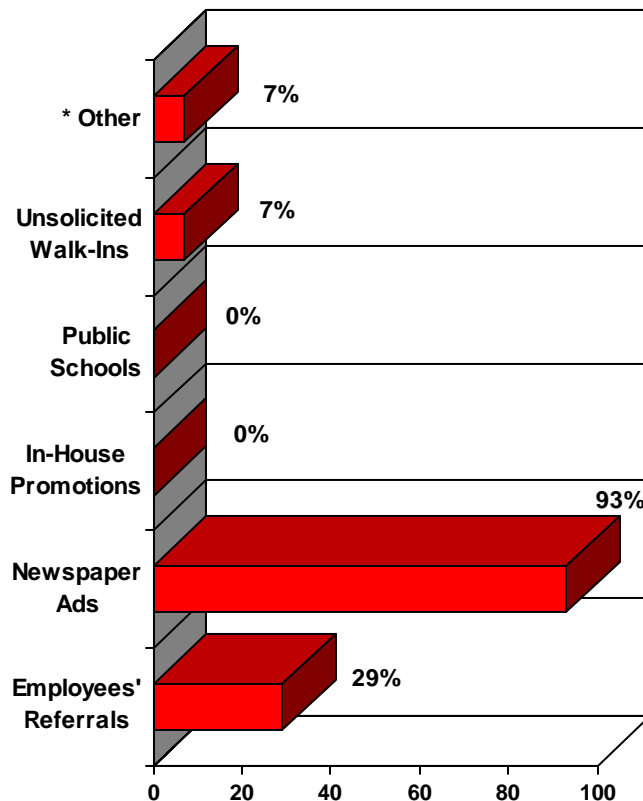
BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:

* Other includes: Field Referrals



OCCUPATIONAL OUTLOOK

1995

ACCOUNTANTS & AUDITORS

OES CODE: 211140

20 FIRMS RESPONDING

DOT: 160.162-018
DOT: 160.167-054

TITLE: ACCOUNTANT
TITLE: AUDITOR

DOT: 160.162-018
DOT: 160.162-026

TITLE: ACCOUNTANT, BUDGET
TITLE: ACCOUNTANT, COST

DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES/BENEFITS

Non - Union

	Range	Median
Entry Level/No Experience:	\$ 7.00 - 17.26	\$12.47
Experienced/New to Firm:	\$10.00 - 21.58	\$15.34
3 + Yrs. Experience with Firm:	\$13.81 - 26.37	\$19.18

Most employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	90%	0%
E	Dental Insurance	62%	0%
N	Vision Insurance	24%	5%
E	Life Insurance	86%	0%
F	Paid Sick Leave	86%	10%
I	Paid Vacation	90%	10%
T	Retirement Plan	52%	0%
S	Child Care	24%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

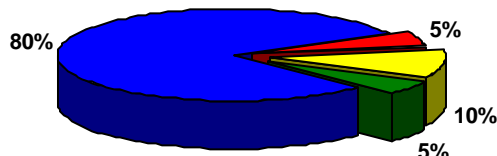
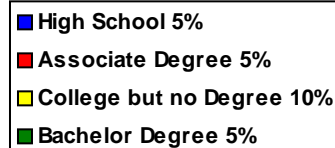
Size: Large (1,490-2,110)
Growth Rating: Faster than Average (1.45)
Job Openings: 1,030

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, but 'not difficult' finding inexperienced applicants. During the past year, most employers reported that employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

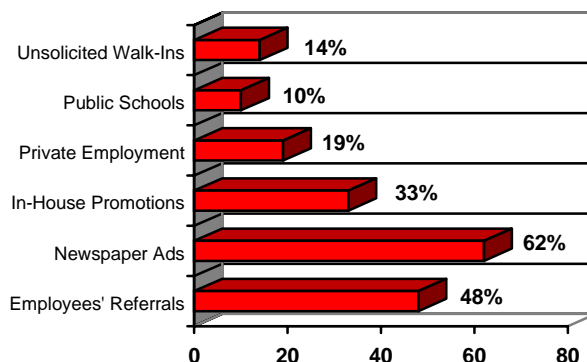
Many employers 'always' require 12 to 36 months of prior experience in the occupation and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Financial planning skills, ability to use accounting software, bondable, Certified Public Accountant (CPA), computer literate, verbal presentation skills, ability to write effectively, problem solving skills, customer service skills, ability to work under pressure

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



AUTOMOTIVE MECHANICS

OES CODE: 853020

20 FIRMS RESPONDING

DOT: 620.281-010
DOT: 825.381-014

TITLE: AIR COND. MECHANIC
TITLE: AUTO. WIND. SEAT. TOP LIFT

DOT: 620.261-010
DOT: 806.684-038

TITLE: AUTO. MECHANIC
TITLE: AUTO. ACCESS INSTALL.

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 11.99	\$ 7.00
Experienced/New to Firm:	\$ 5.50 - 18.22	\$11.03
3 + Yrs. Experience with Firm:	\$ 6.50 - 28.77	\$15.58

A few employers provide tips or commissions.

Most employers report 40 hours within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	94%	0%
E	Dental Insurance	76%	0%
N	Vision Insurance	71%	0%
E	Life Insurance	82%	0%
F	Paid Sick Leave	29%	0%
I	Paid Vacation	94%	0%
T	Retirement Plan	71%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (2,230-2,850)
Growth Rating: Average (0.97)
Job Openings: 1,040

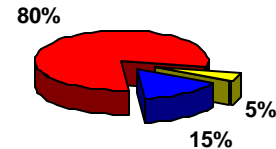
SUPPLY/DEMAND ASSESSMENTS

Most employers report it is 'very difficult' finding experienced applicants who meet their hiring qualifications, while many employers report it is 'somewhat difficult' finding inexperienced applicants. During the past year, most employers reported that employment in the occupation grew.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

- High School 80%
- Associate Degree 5%
- College but no Degree 15%



EXPERIENCE & OTHER REQUIREMENTS

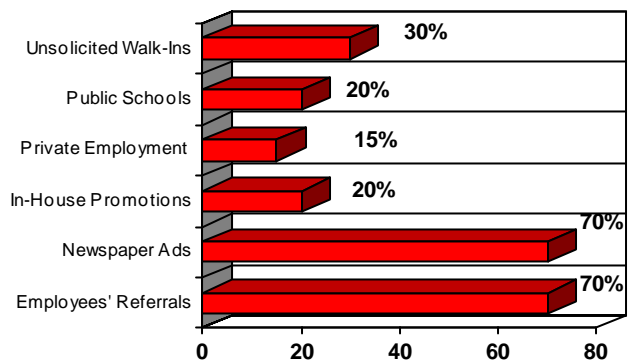
Most employers 'always' require 12-60 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for experience.

GENERAL SKILLS

Possess valid driver's license, possess mechanical aptitude, ability to use service manuals, possess a good DMV record, trained in safe work practices, ability to use electronic diagnostic equipment, knowledge of fuel injection systems, ability to tune up engines, knowledge of carburetor, ability to repair brakes, ability to repair emission controls, smog control mechanic certification, automotive service excellence certification

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

OES CODE: 553380

20 FIRMS RESPONDING

DOT: 210.367-010
DOT: 210.382-010

TITLE: ACCOUNT-INFO CLERK
TITLE: AUDIT CLERK

DOT: 216.482-010
DOT: 216.587-010

TITLE: ACCOUNTING CLERK
TITLE: BOOKING CLERK

DESCRIPTION

Bookkeeping, Accounting, and Auditing Clerks compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.50 - 10.50	\$ 8.00
Experienced/New to Firm:	\$ 5.00 - 10.80	\$ 9.00
3 + Yrs. Experience with Firm:	\$ 6.50 - 12.80	\$12.00

Most employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	94%	6%
E	Dental Insurance	94%	6%
N	Vision Insurance	78%	6%
E	Life Insurance	83%	0%
F	Paid Sick Leave	94%	6%
I	Paid Vacation	78%	6%
T	Retirement Plan	72%	11%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

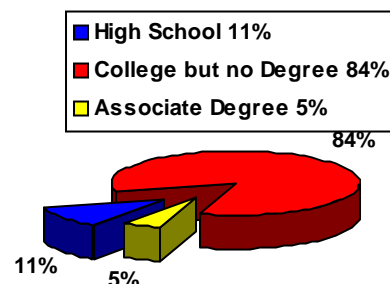
RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (6,260-7,160)
Growth Rating: Slower than Average (0.50)
Job Openings: 2,890

SUPPLY/DEMAND ASSESSMENTS

Most employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and 'somewhat difficult' finding inexperienced applicants. During the past year, most employers reported that employment in the occupation remained stable.

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

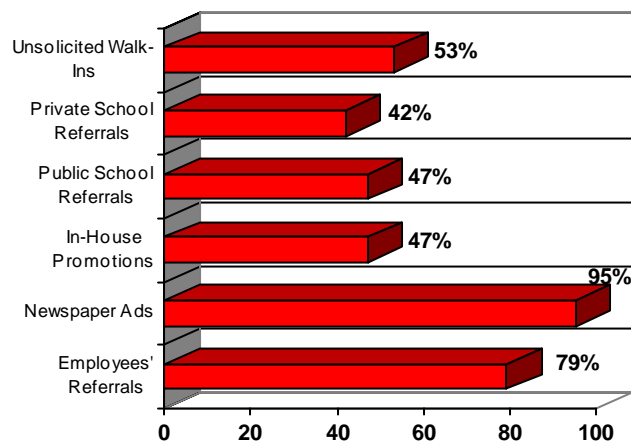
Most employers 'usually' require 6-24 months of prior experience in the occupation and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Accounting skills, knowledge of accounting and auditing terms, bookkeeping skills, ability to operate 10-key adding machines by touch, ability to use computers in accounting applications, telephone answering skills, payroll processing

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



CARPENTERS

OES CODE: 871020

20 FIRMS RESPONDING

DOT: 869.684-018
DOT: 860.361-014

TITLE: ASSEMBLER, SUBASSEMBLY
TITLE: BOATBUILDER APPRENTICE

DOT: 860.361-010
DOT: 860.681-010

TITLE: CARPENTER
TITLE: CARPENTER II

DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinet Makers and Bench Carpenters.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.50 - 12.00	\$ 8.00
Entry Level/ No Experience:	\$ 5.50 - 25.00	\$15.00
3 + Yrs. Experience with Firm:	\$ 8.00 - 25.00	\$19.00

Many employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	83%	0%
E	Dental Insurance	17%	0%
N	Vision Insurance	0%	0%
E	Life Insurance	0%	0%
F	Paid Sick Leave	0%	0%
I	Paid Vacation	83%	0%
T	Retirement Plan	33%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

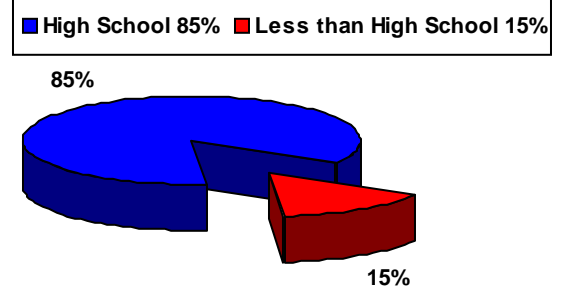
Size: Very Large (6,490-8,640)
Growth Rating: Faster than Average (1.16)
Job Openings: 3,780

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'not difficult' to 'somewhat difficult' finding experienced applicants who meet their hiring qualifications but 'not difficult' to a 'little difficult' finding inexperienced applicants. During the past year, many employers reported both growth and a decline in employment for this occupation.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

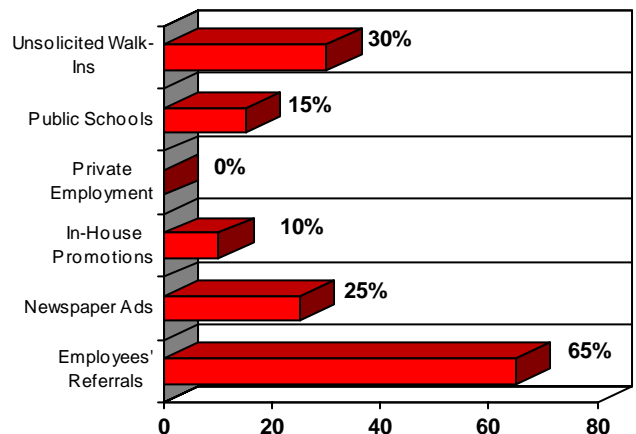
Most employers 'usually' or 'always' require 6-22 months of prior experience in the occupation. Most employers 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Ability to lift at least 50 lbs., possess agility and coordination, rough carpentry skills, finish carpentry skills, shop math skills, ability to use drafting tools, pneumatic/electric tools, steel framing, completion of certified apprenticeship program, ability to read blueprints, ability to climb to high places, ability to do strenuous, physically demanding work

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



CASHIERS

OES CODE: 490230

20 FIRMS RESPONDING

DOT: 294.567-010
DOT: 211.362-010

TITLE: AUCTION CLERK
TITLE: CASHIER I

DOT: 211.462-010
DOT: 211.467-010

TITLE: CASHIER II
TITLE: CASHIER, COURTESY

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 9.59	\$ 5.00
Experienced/New to Firm:	\$ 4.25 - 15.34	\$ 5.75
3 + Yrs. Experience with Firm:	\$ 6.00 - 17.26	\$ 7.50

Most employers report 20-30 hours within a work week. Many employers report 40 hours within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	100%	75%
E	Dental Insurance	85%	60%
N	Vision Insurance	70%	45%
E	Life Insurance	70%	60%
F	Paid Sick Leave	70%	80%
I	Paid Vacation	95%	80%
T	Retirement Plan	75%	65%
S	Child Care	5%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (7,510-9,430)
Growth Rating: Average (0.90)
Job Openings: 3,380

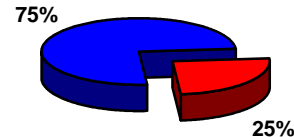
SUPPLY/DEMANDS ASSESSMENT

Many employers report it is 'very difficult' finding experienced applicants who meet their hiring qualifications but 'not difficult' finding inexperienced applicants. Many employers reported that during the past year, employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

- High School 75%
- College but no Degree 25%



EXPERIENCE & OTHER REQUIREMENTS

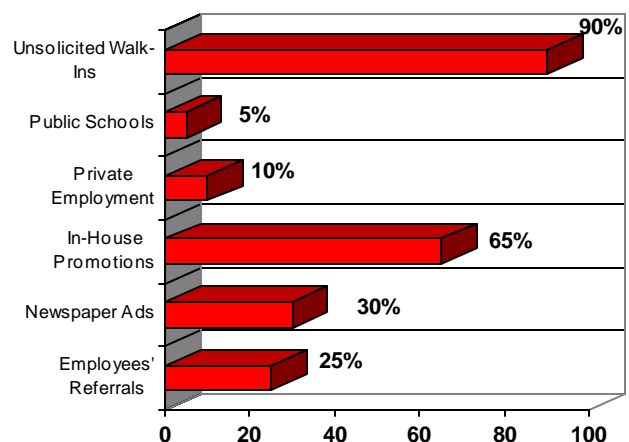
Most employers 'usually' require 12 months of prior experience in the occupation. Many employers 'usually' will accept training as a substitute for work experience.

GENERAL SKILLS

Ability to stand continuously for 2 or more hours, cash handling skills, ability to operate a cash register, ability to follow check cashing procedures, ability to write effectively, telephone answering skills, customer service skills, public contact skills, ability to work under pressure, ability to work independently, ability to perform routine, repetitive work, and computer skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



CHILD CARE WORKERS

OES CODE: 680380

20 FIRMS RESPONDING

DOT: 359.677-010
DOT: 359.677-018

TITLE: ATTENDANT, CHILDREN'S INT.
TITLE: NURSERY SCHOOL ATTEND.

DOT: 355.674-010
DOT: 359.677-026

TITLE: CHILD CARE ATTEND.
TITLE: PLAYROOM ATTEND.

DESCRIPTION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 7.27	\$ 4.31
Experienced/New to Firm:	\$ 4.25 - 7.45	\$ 5.00
3 + Yrs. Experience with Firm:	\$ 4.25 - 7.81	\$ 6.00

Most employers report 10-30 hours within a work week.

	F/T*	P/T**
B Medical Insurance	40%	0%
E Dental Insurance	30%	0%
N Vision Insurance	0%	0%
E Life Insurance	0%	0%
F Paid Sick Leave	50%	0%
I Paid Vacation	50%	0%
T Retirement Plan	30%	30%
S Child Care	90%	60%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Medium (470-660)
Growth Rating: Faster than Average (1.41)
Job Openings: 190

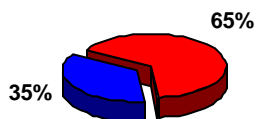
SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'very difficult' finding experienced applicants who meet their hiring qualifications and 'very difficult' to 'not difficult' finding inexperienced applicants. Many employers report that during the past year, employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

■ High School 35%
■ College but no Degree 65%



EXPERIENCE & OTHER REQUIREMENTS

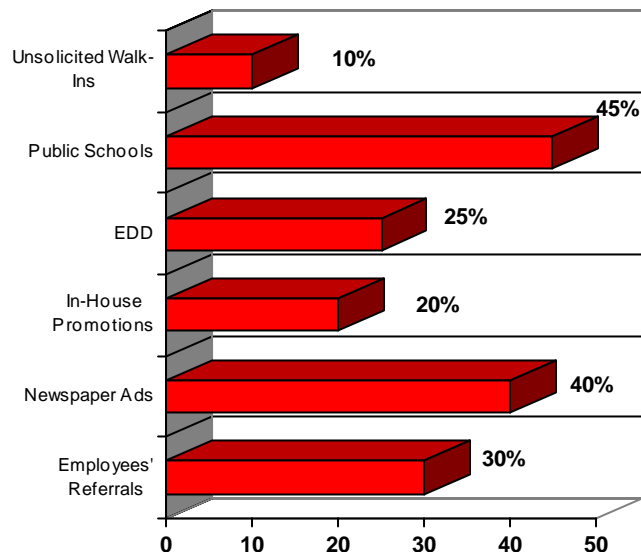
Many employers require 6-12 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Knowledge of early childhood development, oral reading skills, musical skills, ability to administer emergency first aid and infant cardiopulmonary resuscitation, possession of an Early Childhood Development Certificate, ability to write effectively, ability to stand continuously for 2 or more hours, ability to lift at least 40 lbs. repeatedly

RECRUITMENT

Surveyed employers reported the following methods for recruiting employees:



COMBINED FOOD PREPARATION AND SERVICE WORKERS

OES CODE: 650410

20 FIRMS RESPONDING

DOT: 311.472-010

TITLE: FAST-FOOD WORKER

DESCRIPTION

Combined Food Preparation and Service Workers do both food preparation and food service. Please do not include workers who spend more than 80 percent of their time in only one of these two areas.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 7.00	\$ 6.00
Experienced/New to Firm:	\$ 4.40 - 8.00	\$ 6.50
3 + Yrs. Experience with Firm:	\$ 5.00 - 9.25	\$ 8.00

Most employers report 40 hours within a work week, and many employers report 15-25 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	52%
E	Dental Insurance	57%	29%
N	Vision Insurance	10%	10%
E	Life Insurance	43%	19%
F	Paid Sick Leave	38%	33%
I	Paid Vacation	33%	33%
T	Retirement Plan	14%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

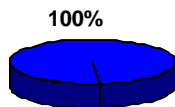
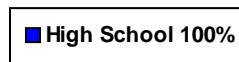
Size: Very Large (3,840-4,660)
Growth Rating: Slower than Average (0.75)
Job Openings: 1,520

SUPPLY/DEMAND ASSESSMENTS

Most employers report 'little difficulty' finding experienced applicants who meet their hiring qualifications, but 'no difficulty' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

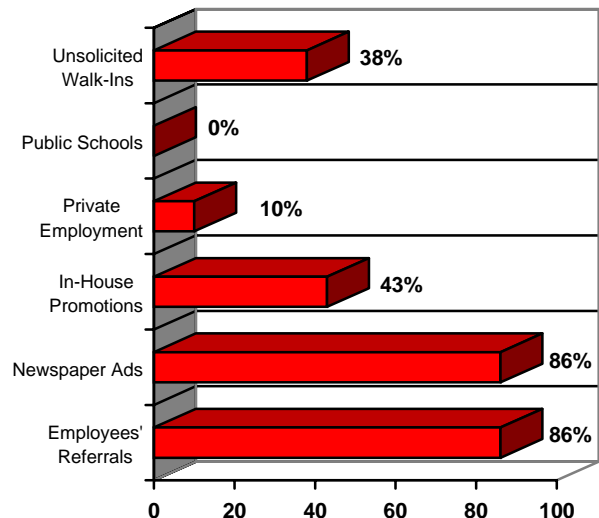
Most employers 'sometimes' require 18 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Ability to make change, ability to operate a cash register, fry cooking skills, short-order cooking skills, food preparation skills, ability to pass a pre-employment medical examination, ability to stand continuously for 2 or more hours, ability to work rapidly, ability to lift at least 30 lbs. repeatedly

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



COMPUTER PROGRAMMERS, INCLUDING AIDES

OES CODE: 251051

20 FIRMS RESPONDING

DOT: 030.162-010
DOT: 030.167-010

TITLE: COMPUTER PROG.
TITLE: CHIEF. COMP. PROG.

DOT: 972.382-022
DOT: 030.162-018

TITLE: PHOTO MASK TECH.
TITLE: PROG. ENG. & SCIEN.

DESCRIPTION

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate and retrieve specific documents and data.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.98 - 15.34	\$12.13
Experienced/New to Firm:	\$10.00 - 23.97	\$16.78
3 + Yrs. Experience with Firm:	\$14.38 - 31.17	\$19.74

Most employers report 40 hours within a work week, while many employers report 24 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	90%	0%
E	Dental Insurance	70%	0%
N	Vision Insurance	50%	0%
E	Life Insurance	75%	0%
F	Paid Sick Leave	95%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	80%	0%
S	Child Care	25%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

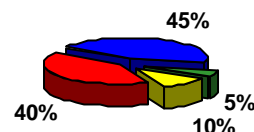
Size: Medium (490-730)
Growth Rating: Much Faster than Average (1.71)
Job Openings: 270

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'very difficult' finding experienced applicants who meet their hiring qualifications, and 'not difficult' to 'very difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in this occupation grew.

EDUCATION & TRAINING

■ High School 5%
■ Graduate Study 10%
■ College but no Degree 40%
■ Bachelor Degree 45%



EXPERIENCE & OTHER REQUIREMENTS

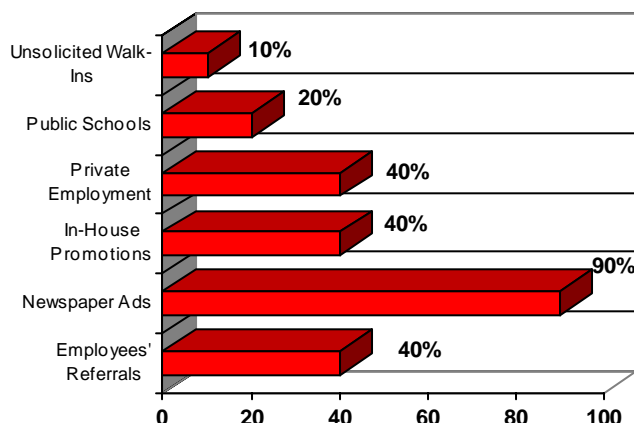
Most employers 'always' require 12-60 months of prior experience in the occupation. Most employers 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Ability to write documentation of computer procedures, ability to write, edit, and debug computer programs for business, scientific programming language, knowledge of mainframe hardware and operating systems

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



COOKS - RESTAURANT

OES CODE: 650260

20 FIRMS RESPONDING

DOT: 313.281-010
DOT: 313.361-014

TITLE: CHEF DE FROID
TITLE: COOK

DOT: 313.361-018
DOT: 313.381-022

TITLE: COOK APPRENTICE
TITLE: COOK, BARBECUE

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 7.00	\$ 6.75
Experienced/New to Firm:	\$ 6.50 - 8.00	\$ 7.75
3 + Yrs. Experience with Firm:	\$ 8.00 - 11.00	\$ 9.75

Non-Union

Entry Level/No Experience:	\$ 4.25 - 7.00	\$ 6.00
Experienced/New to Firm:	\$ 4.40 - 8.00	\$ 6.50
3 + Yrs. Experience with Firm:	\$ 6.00 - 12.00	\$ 8.00

Most employers report 20-30 hours within a work week, and many employer report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	95%	0%
E	Dental Insurance	74%	0%
N	Vision Insurance	5%	0%
E	Life Insurance	68%	0%
F	Paid Sick Leave	37%	0%
I	Paid Vacation	53%	0%
T	Retirement Plan	0%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

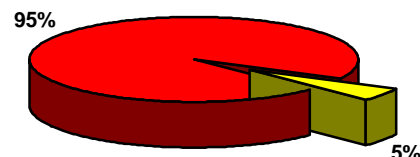
Size: Very Large (2,460-3,270)
Growth Rating: Faster than Average (1.15)
Job Openings: 1,580

SUPPLY/DEMAND ASSESSMENTS

Most employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and many employers reported 'difficulty' in finding inexperienced applicants. Employment in the occupation was stable during the past year.

EDUCATION & TRAINING

■ High School 95%
■ College but no Degree 5%



EXPERIENCE & OTHER REQUIREMENTS

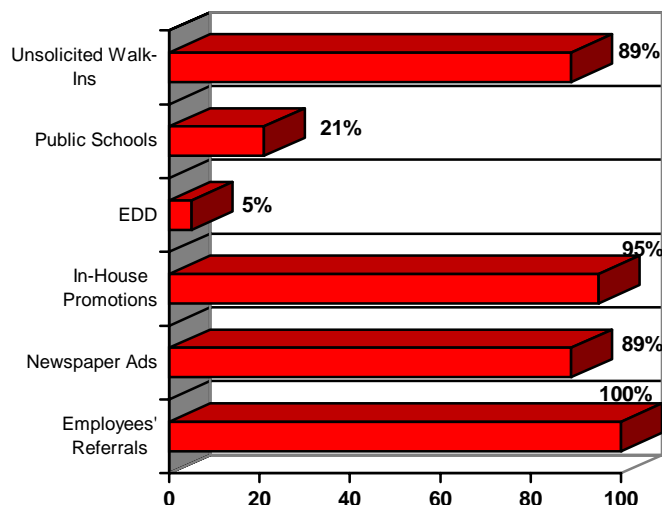
Most employers 'sometimes' require 24-26 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Ability to stand continuously for 2 or more hours, ability to lift at least 30 lbs. repeatedly, ability to taste and smell, ability to work under pressure, ability to interact well with others, ability to work independently, ability to follow oral instructions, ability to read and follow instructions

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



DENTAL ASSISTANTS

OES CODE: 660020

20 FIRMS RESPONDING

DOT: 079.361-018

TITLE: DENTAL ASSISTANT

DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES/BENEFITS

Non - Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 12.50	\$ 8.00
Experienced/New to Firm:	\$ 7.00 - 14.50	\$10.00
3 + Yrs. Experience with Firm:	\$ 9.00 - 20.00	\$12.59

Most employers report 35-40 hours within a work week, and some report 10-30 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	55%	5%
E	Dental Insurance	70%	30%
N	Vision Insurance	10%	0%
E	Life Insurance	35%	0%
F	Paid Sick Leave	50%	15%
I	Paid Vacation	90%	15%
T	Retirement Plan	20%	5%
S	Child Care	5%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

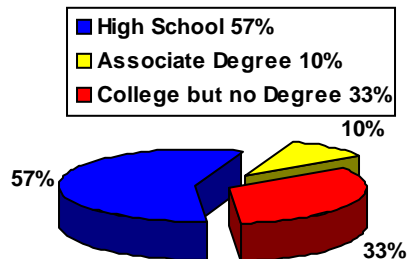
RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Medium (550-750)
Growth Rating: Faster than Average (1.27)
Job Openings: 260

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is a 'little difficult' to 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, but 'not difficult' to 'very difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

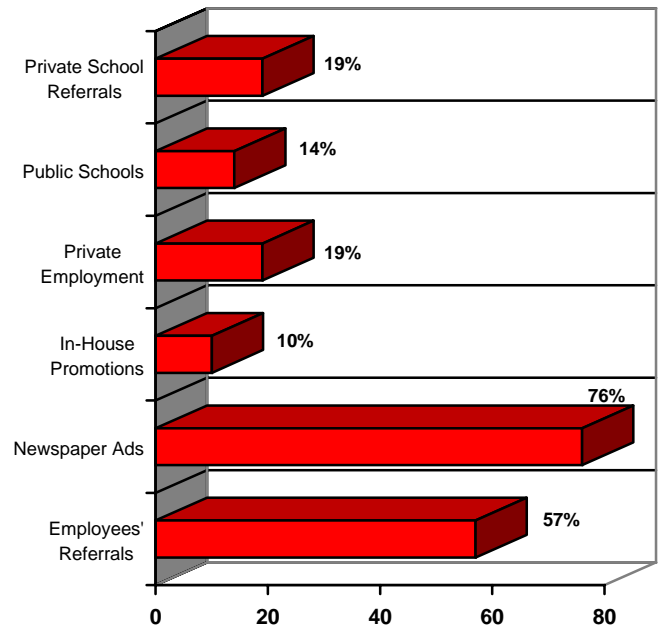
Many employers 'usually' to 'always' require 12-36 months of prior experience in the occupation. Most employers will 'sometimes' accept training as a substitute for work experience.

GENERAL SKILLS

Ability to perform or assist with dental procedures, possession of a Radiation Safety Certificate, ability to follow laboratory procedures, knowledge of dental materials, ability to write effectively, possession of a Registered Dental Assistant (RDA) Certificate, computer skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



ELECTRICAL & ELECTRONIC ENGINEERS

OES CODE: 221260

20 FIRMS RESPONDING

DOT: 003.167-010
DOT: 003.187-010

TITLE: CABLE ENGINEER
TITLE: CENTRAL OFFICE ENG.

DOT: 003.187-014
DOT: 003.061-010

TITLE: COMMERCIAL ENG,
TITLE: ELECTRICAL ENGINEER

DESCRIPTION

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Please do not include Sales Engineers.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 8.00 - 15.34	\$11.50
Experienced/New to Firm:	\$10.50 - 25.00	\$15.90
3 + Yrs. Experience with Firm:	\$16.35 - 28.00	\$21.58

Most employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	76%	0%
N	Vision Insurance	12%	0%
E	Life Insurance	82%	0%
F	Paid Sick Leave	82%	0%
I	Paid Vacation	94%	0%
T	Retirement Plan	59%	6%
S	Child Care	12%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

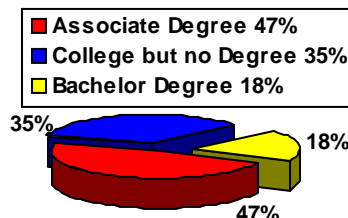
RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Medium (620-1,040)
Growth Rating: Much Faster than Average (2.37)
Job Openings: 540

SUPPLY/DEMAND ASSESSMENTS

Many employers report 'little difficulty' finding experienced applicants who meet their hiring qualifications, but most report it is 'somewhat difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

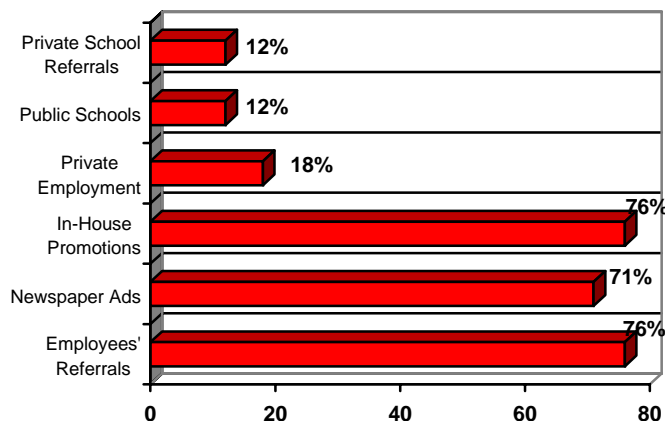
Many employers 'always' require 12-48 months of prior experience in the occupation. Most employers 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Knowledge of electronic engineering, telecommunications equipment, report writing skills, industrial design skills, scientific programming skills, digital circuitry design skills, knowledge of microcomputer hardware and operating systems, ability to write technical material, ability to design analog circuitry, ability to design telecommunications networks, ability to use computer software, AutoCAD applications

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



GARDENERS, GROUNDSKEEPERS - EXCEPT FARM

OES CODE: 790300

20 FIRMS RESPONDING

DOT: 406.684-010
DOT: 406.684-018

TITLE: CEMETERY WORKER
TITLE: GARDEN WORKER

DOT: 406.318-010
DOT: 406.683-010

TITLE: GARDENER, SPECIAL F/X
TITLE: GREENSKEEPER II

DESCRIPTION

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small - scale-landscaping operations. They may dig and prepare graves. Please do not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 8.00	\$ 5.50
Experienced/New to Firm:	\$ 5.70 - 9.00	\$ 6.50
3 + Yrs. Experience with Firm:	\$ 5.80 - 11.00	\$ 7.50

Union

Entry Level/No Experience:	\$ 6.00 - 8.78	\$ 8.00
Experienced/New to Firm:	\$ 7.00 - 10.50	\$ 9.00
3 + Yrs. Experience with Firm:	\$ 8.00 - 12.50	\$11.00

Most employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	68%	0%
E	Life Insurance	53%	0%
F	Paid Sick Leave	84%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	68%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

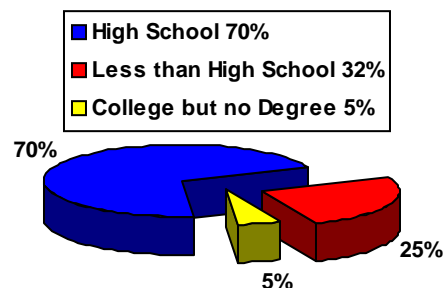
Size: Very Large (3,740-5,130)
Growth Rating: Faster than Average (1.30)
Job Openings: 3,160

SUPPLY/DEMAND ASSESSMENTS

Many employers report 'little difficulty' in finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

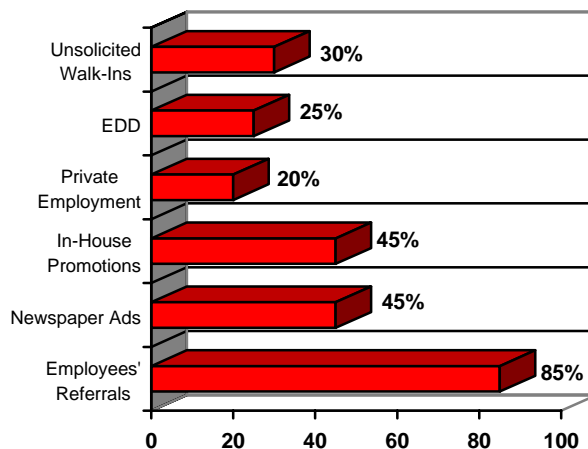
Most employers 'sometimes' require 6-24 months of prior experience in the occupation, while many employers 'sometimes' to 'usually' will accept training as a substitute for work experience.

GENERAL SKILLS

Possess a valid driver's license and a good driving record, knowledge of horticulture, lawn and garden care skills, golf course care skill, pruning skills, Qualified Pesticide Applicator Certificate, knowledge of tools, ability to use tools

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



GENERAL OFFICE CLERKS

OES CODE: 553470

20 FIRMS RESPONDING

DOT: 219.362-010
DOT: 245.367-010

TITLE: ADMINISTRATIVE CLERK
TITLE: ANIMAL-HOSPITAL CLERK

DOT: 249.367-010
DOT: 209.562-010

TITLE: ANIMAL-SHELTER CLERK
TITLE: CLERK, GENERAL

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 7.00	\$ 6.00
Experienced/New to Firm:	\$ 6.00 - 8.00	\$ 6.50
3 + Yrs. Experience with Firm:	\$ 7.50 - 9.00	\$ 8.00

Most employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	72%	0%
E	Dental Insurance	17%	0%
N	Vision Insurance	6%	0%
E	Life Insurance	0%	0%
F	Paid Sick Leave	0%	0%
I	Paid Vacation	61%	0%
T	Retirement Plan	11%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (7,900-9,900)
Growth Rating: Slower Than Average (1.91)
Job Openings: 4,390

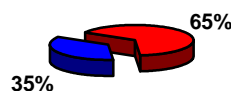
SUPPLY/DEMAND ASSESSMENT

Most employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in this occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

■ High School 35%
■ College but no Degree 65%



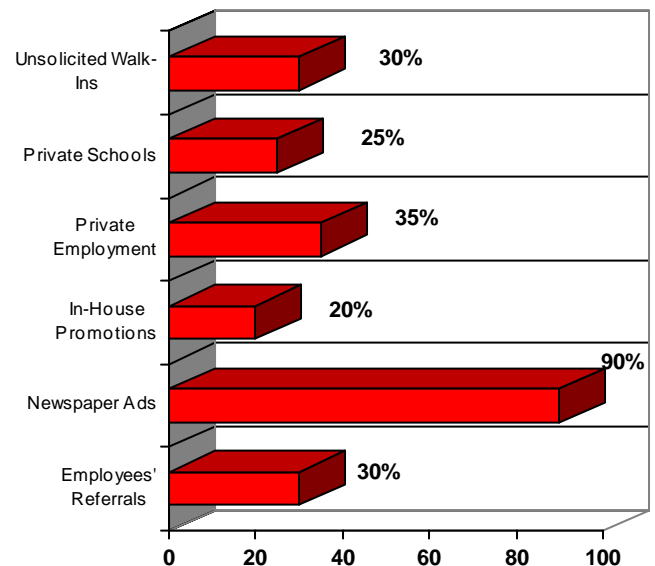
EXPERIENCE & OTHER REQUIREMENTS

Most employers 'always' require 12 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for experience.

GENERAL SKILLS

Telephone answering skills, filing skills (alpha and numeric), public contact skills, English grammar, spelling, and punctuation skills, ability to type at least 40 wpm, record keeping skills, knowledge of business math, ability to use a calculator, skilled at clerical detail work, ability to proofread, ability to use a computer terminal, data entry skills

RECRUITMENT



INSTRUCTIONAL AIDES

OES CODE: 315211

20 FIRMS RESPONDING

DOT: 099.327-010

TITLE: TEACHER AIDE I

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 7.57	\$ 8.39
Experienced/New to Firm:	\$ 6.35 - 8.25	\$ 8.87
3 + Yrs. Experience with Firm:	\$ 7.35 - 9.83	\$ 9.83

Non-Union

Entry Level/No Experience:	\$ 6.00 - 8.39	\$ 6.35
Experienced/New to Firm:	\$ 6.25 - 8.87	\$ 7.67
3 + Yrs. Experience with Firm:	\$ 6.95 - 10.50	\$ 8.30

Most union employers report 16-30 hours within a work week.

Most non-union employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	75%	25%
E	Dental Insurance	75%	45%
N	Vision Insurance	50%	45%
E	Life Insurance	55%	25%
F	Paid Sick Leave	55%	25%
I	Paid Vacation	35%	25%
T	Retirement Plan	35%	25%
S	Child Care	10%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

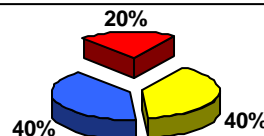
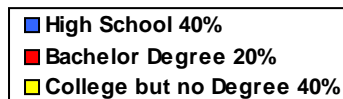
Size: Very Large (4,080-5,580)
Growth Rating: Faster than Average
Job Openings: 3,000

SUPPLY/DEMAND ASSESSMENT

Most employers report it is 'not difficult' finding experienced applicants who meet their hiring qualifications, and many report it is 'not difficult' to a 'little difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation grew.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

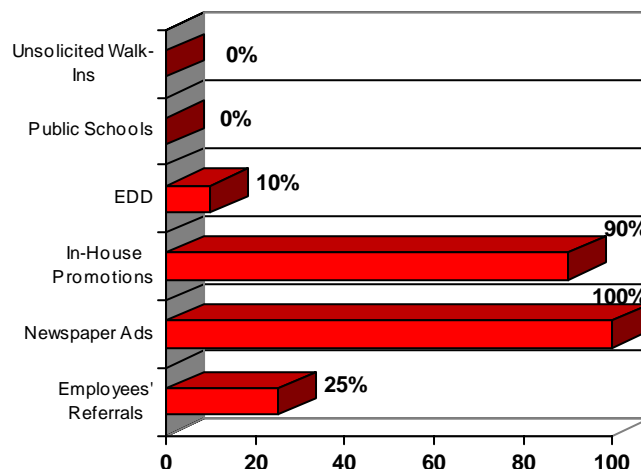
Many employers 'usually' require 6-24 months of prior experience in the occupation. Most employers will 'sometimes' accept training as a substitute for work experience.

GENERAL SKILLS

Completion of garden classes, State of Calif. Instructional Assistant Proficiency Certificate, ability to apply teaching techniques, ability to relate to children and/or adolescents, the ability to assist students with disabilities, and/or the ability to work with computer word processing applications.

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



JANITORS AND CLEANERS

OES CODE: 670050

20 FIRMS RESPONDING

DOT: 891.687-010
DOT: 381.687-010

TITLE: CHIMNEY SWEEP
TITLE: CLEANER, INDUSTRIAL

DOT: 381.687-026
DOT: 389.683-010

TITLE: CLEANER, WALL
TITLE: SEXTON

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 8.00 - 9.78	\$ 9.01
Entry Level/ No Experience:	\$ 8.63 - 10.36	\$ 9.71
3 + Yrs. Experience with Firm:	\$ 9.21 - 12.50	\$ 10.50

Non-Union

Entry Level/No Experience:	\$ 4.40 - 6.00	\$ 5.50
Experienced/New to Firm:	\$ 4.60 - 7.00	\$ 6.00
3 + Yrs. Experience with Firm:	\$ 4.75 - 9.00	\$ 8.00

Most union employers report 40 hours within a work week, and most non-union employers report 15-25 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	21%
E	Dental Insurance	79%	21%
N	Vision Insurance	68%	21%
E	Life Insurance	79%	11%
F	Paid Sick Leave	74%	21%
I	Paid Vacation	89%	21%
T	Retirement Plan	79%	21%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (5,000-6,260)
Growth Rating: Slower than Average (0.88)
Job Openings: 3,840

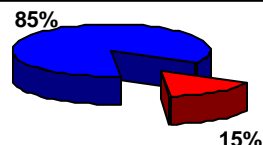
SUPPLY/DEMAND ASSESSMENTS

Most employers report 'little difficulty' finding experienced applicants who meet their hiring qualifications and 'little difficulty' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

■ High School 85% ■ Less than High School 15%



EXPERIENCE & OTHER REQUIREMENTS

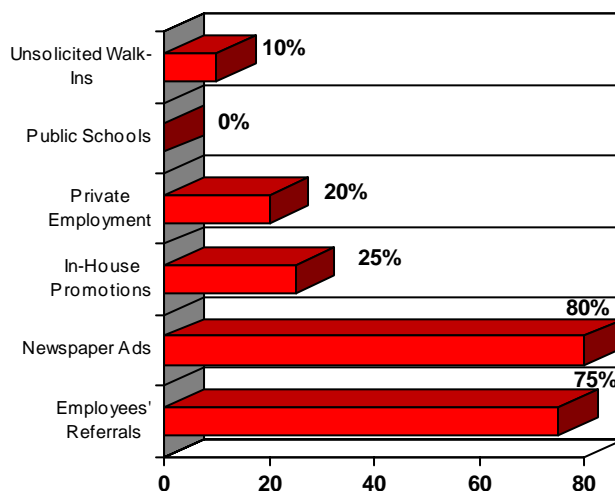
Most employers 'usually' require 5-36 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Understanding of cleaning compounds and solutions, ability to work independently, willingness to work with close supervision, ability to read and follow instructions, knowledge of cleaning and maintaining buildings and quality assurance standards

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



MAINTENANCE REPAIRERS - GENERAL UTILITY

OES CODE: 851320

21 FIRMS RESPONDING

DOT: 638.281-010
DOT: 899.381-010

TITLE: FIRE FIGHTING EQUIP SPEC.
TITLE: MAINT. REPAIRER, BLDG.

DOT: 899.381-014

TITLE: MAINT. REPAIRER, BLDG

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boiler-making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES/BENEFITS

Union		
	Range	Median
Entry Level/No Experience:	\$ 6.00 - 12.08	\$ 9.82
Experienced/New to Firm:	\$ 8.70 - 14.14	\$10.62
3 + Yrs. Experience with Firm:	\$ 9.50 - 18.22	\$13.83
Non-Union		
	Range	Median
Entry Level/No Experience:	\$ 5.00 - 8.00	\$ 6.95
Experienced/New to Firm:	\$ 7.00 - 11.99	\$ 9.00
3 + Yrs. Experience with Firm:	\$ 8.50 - 16.78	\$12.50

Most employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	5%
N	Vision Insurance	100%	5%
E	Life Insurance	71%	0%
F	Paid Sick Leave	86%	0%
I	Paid Vacation	95%	0%
T	Retirement Plan	38%	0%
S	Child Care	5%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (3,520-4,680)
Growth Rating: Faster than Average (1.15)
Job Openings: 2,010

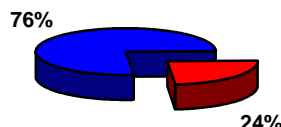
SUPPLY/DEMAND ASSESSMENTS

Most employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, but many report 'little difficulty' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

■ High School 76% ■ College but no Degree 24%



EXPERIENCE & OTHER REQUIREMENTS

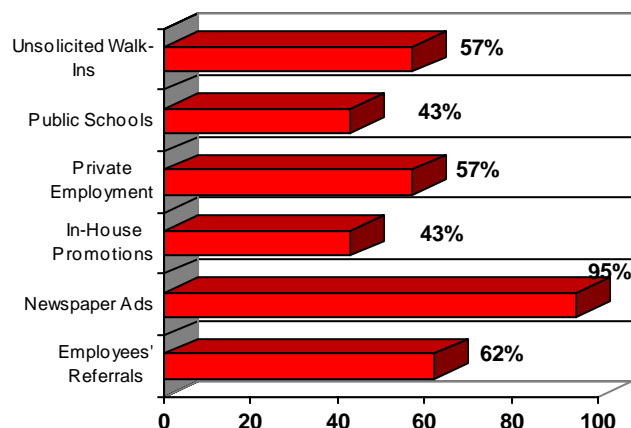
Most employers 'usually' require 6-48 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Ability to operate power hand tools, ability to work independently, basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills, carpentry skills, electrical repair skills, plumbing repair skills, computer skills, air conditioning certification, building trades, and maintenance certification

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



MEDICAL ASSISTANTS

OES CODE: 660050

21 FIRMS RESPONDING

DOT: 079.364-010
DOT: 079.362-010

TITLE: CHIROPRACTOR ASST.
TITLE: MEDICAL ASSISTANT

DOT: 335.667-010
DOT: 216.587-010

TITLE: MORGUE ATTENDANT
TITLE: PODIATRIC ASSISTANT

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.50 - 10.00	\$ 8.00
Experienced/New to Firm:	\$ 6.00 - 13.00	\$ 9.32
3 + Yrs. Experience with Firm:	\$ 8.00 - 15.00	\$12.00

Most employers report 40 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	0%
E	Dental Insurance	65%	0%
N	Vision Insurance	50%	0%
E	Life Insurance	60%	0%
F	Paid Sick Leave	85%	0%
I	Paid Vacation	90%	0%
T	Retirement Plan	65%	0%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Medium (670-940)
Growth Rating: Faster than Average (1.41)
Job Openings: 410

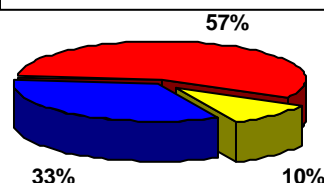
SUPPLY/DEMAND ASSESSMENT

Many employers report it is 'very difficult' finding experienced applicants who meet their hiring qualifications and 'very difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

■ High School 33%
■ College but no Degree 57%
■ Associate Degree 10%



EXPERIENCE & OTHER REQUIREMENTS

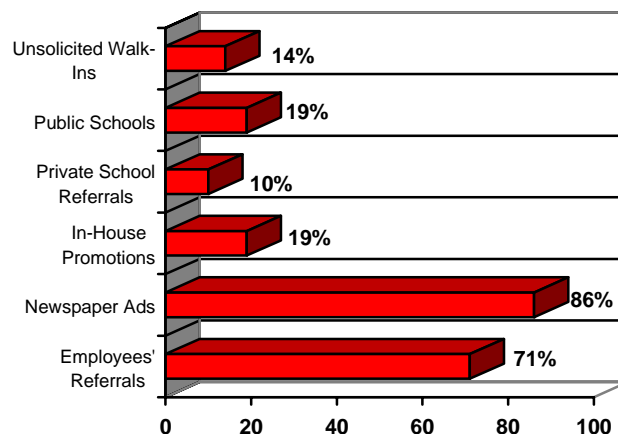
Many employers require 6-24 months of prior experience in the occupation, and many employers 'sometimes' to 'never' accept training as a substitute for work experience.

GENERAL SKILLS

Medical Asst. Certificate, ability to take vital signs, ability to handle crisis situations, knowledge of medical terminology, knowledge of sterilization techniques, knowledge of transferring techniques of lift/move patients, ability to write legibly, willingness to work with close supervision, ability to work independently, ability to perform basic mathematical computations, computer application, and mainframe skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



MEDICAL RECORDS TECHNICIANS

OES CODE: 329110

20 FIRMS RESPONDING

DOT: 079.362-014

TITLE: MEDICAL REC. TECH.

DESCRIPTION

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 7.00	\$ 6.00
Experienced/New to Firm:	\$ 6.00 - 9.00	\$ 7.25
3 + Yrs Experience with Firm:	\$ 7.00 - 11.00	\$ 9.00

Most employers report 40 hours within a work week, and some employers report 16-30 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	25%
E	Dental Insurance	85%	25%
N	Vision Insurance	45%	10%
E	Life Insurance	40%	20%
F	Paid Sick Leave	95%	20%
I	Paid Vacation	95%	20%
T	Retirement Plan	45%	10%
S	Child Care	10%	10%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Small (220-340)
Growth Rating: Much Faster than Average (1.91)
Job Openings: 180

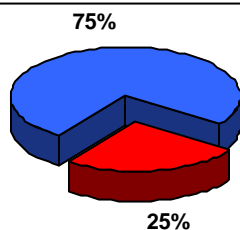
SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and most report it is 'somewhat difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

■ High School 75% ■ College but no Degree 25%



DOT: 079.362-018

TITLE: TUMOR REGISTRAR

EXPERIENCE & OTHER REQUIREMENTS

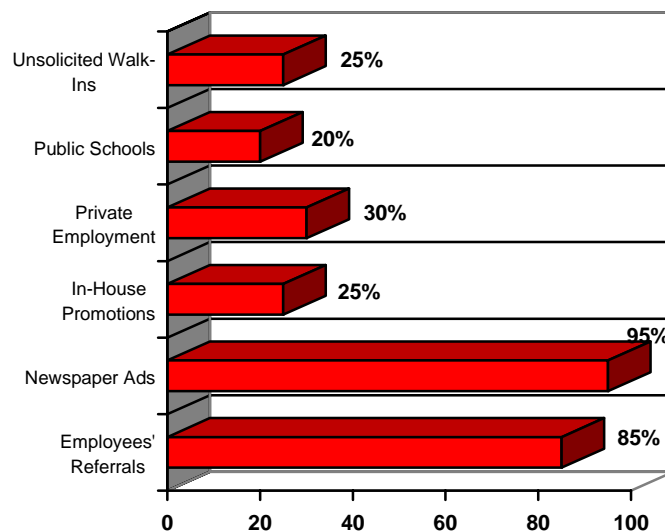
Most employers 'usually' require 6-12 months of prior experience in the occupation, and many will 'sometimes' accept training as a substitute for work experience.

GENERAL SKILLS

Knowledge of physiology, knowledge of anatomy, ability to transcribe medical records and reports, ability to follow medical records control procedures, knowledge of disease processes, ICD-9-CM coding skills, knowledge of CPY-4 coding, knowledge of DRGs, computer application skills, alphanumeric filing skills, understanding of Medicare rules and regulations, Accredited Record Technician

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



NURSE AIDES

OES CODE: 660080

20 FIRMS RESPONDING

DOT: 354.377-010
DOT: 354.677-010

TITLE: BIRTH ATTENDANT
TITLE: FIRST-AID ATTENDANT

DOT: 355.674-014
DOT: 354.374-010

TITLE: NURSE ASSISTANT
TITLE: NURSE, PRACTICAL

DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 6.50	\$ 6.00
Experienced/New to Firm:	\$ 6.00 - 7.50	\$ 6.50
3 + Yrs. Experience with Firm:	\$ 6.50 - 8.50	\$ 7.50

Most employers report 40 hours within a work week, and some employers report 20 hours work week.

		F/T*	P/T**
B	Medical Insurance	100%	25%
E	Dental Insurance	90%	25%
N	Vision Insurance	60%	15%
E	Life Insurance	5%	0%
F	Paid Sick Leave	65%	25%
I	Paid Vacation	100%	25%
T	Retirement Plan	60%	15%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

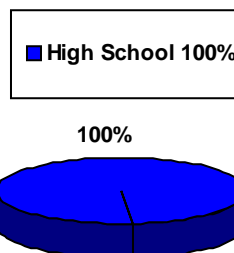
Size: Very Large (2,120-2,680)
Growth Rating: Average (0.92)
Job Openings: 1,190

SUPPLY/DEMAND ASSESSMENTS

Most employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications and 'somewhat difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

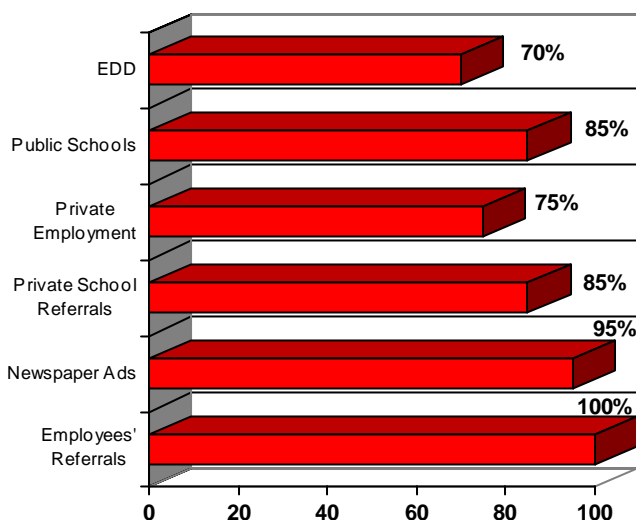
Most employers 'sometimes' require 6-11 months of prior experience in the occupation, and 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Ability to provide personal services to patients, ability to apply transferring techniques moving patients, ability to take vital signs, possession of a Nurse Aides Certificate, knowledge of emergency procedures, ability to read labels and instructions, ability to prepare deceased patients

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

OES CODE: 875020

20 FIRMS RESPONDING

DOT: 862.281-010
DOT: 862.281-014

TITLE: COPPERSMITH
TITLE: COPPERSMITH APPRENTICE

DOT: 862.361-014
DOT: 862.381-014

TITLE: GAS-MAIN FITTER
TITLE: INDUSTRIAL GAS FITTER

DESCRIPTION

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 14.38	\$ 7.50
Experienced/New to Firm:	\$ 8.00 - 22.00	\$14.00
3 + Yrs. Experience with Firm:	\$12.00 - 25.00	\$17.50

Most employers report 40 hours within a work week.

		<u>F/T*</u>	<u>P/T**</u>
B	Medical Insurance	88%	0%
E	Dental Insurance	35%	0%
N	Vision Insurance	6%	0%
E	Life Insurance	35%	0%
F	Paid Sick Leave	12%	0%
I	Paid Vacation	59%	0%
T	Retirement Plan	12%	0%
S	Child Care	12%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Large (1,150-1,480)
Growth Rating: Average (1.00)
Job Openings: 590

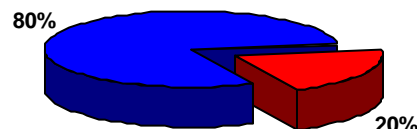
SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and most employers report it is 'somewhat difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation grew.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

■ High School 80% ■ Less than High School 20%



EXPERIENCE & OTHER REQUIREMENTS

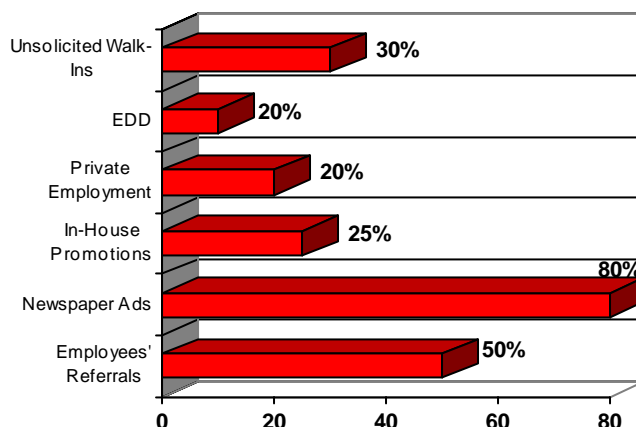
Many employers require 24-60 months of prior experience in the occupation, and most employers will 'sometimes' accept training as a substitute for work experience.

GENERAL SKILLS

Ability to read blueprints, ability to use hand tools, cost estimating skills, pipefitting skills, arc welding skills, gas welding skills, soldering skills, understanding of building codes, possession of a valid driver's license, apprenticeship program completion

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



RECEPTIONIST AND INFORMATION CLERKS

OES CODE: 553050

20 FIRMS RESPONDING

DOT: 237.367-010
DOT: 203.362-014

TITLE: APPOINTMENT CLERK
TITLE: CREDIT REPORTING CLERK

DOT: 237.367-018
DOT: 238.367-034

TITLE: INFORMATION CLERK
TITLE: SCHEDULER

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 11.00	\$ 7.50
Experienced/New to Firm:	\$ 4.50 - 12.00	\$ 8.75
3 + Yrs. Experience with Firm:	\$ 6.00 - 14.00	\$10.00

Most employers report 40 hours within a work week, and some employers report 20-25 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	95%	0%
E	Dental Insurance	65%	0%
N	Vision Insurance	35%	0%
E	Life Insurance	30%	0%
F	Paid Sick Leave	55%	0%
I	Paid Vacation	75%	0%
T	Retirement Plan	20%	5%
S	Child Care	5%	5%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

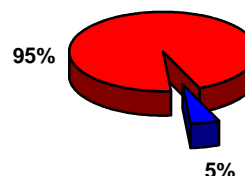
Size: Very Large (2,450-3,180)
Growth Rating: Average (1.04)
Job Openings: 1,400

SUPPLY/DEMAND ASSESSMENTS

Most employers report 'little difficulty' finding experienced applicants who meet their hiring qualifications and 'little difficulty' finding inexperienced applicants. Most employers reported that during the past year, employment in this occupation remained stable, while many employers reported that employment in this occupation grew.

EDUCATION & TRAINING

■ High School 95% ■ College but no Degree 5%



EXPERIENCE & OTHER REQUIREMENTS

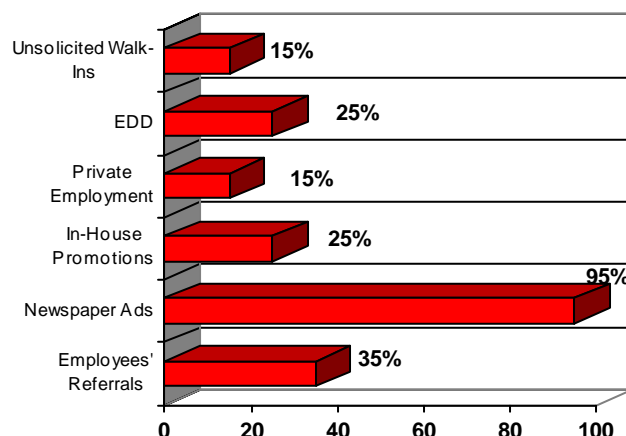
Many employers 'never' require prior experience in the occupation, while some employers 'sometimes' to 'usually' require 6-24 months of prior experience in the occupation. Most employers 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Alphabetic and numeric filing skills, bookkeeping skills, ability to operate a multi-line command phone center, ability to use word processing software, telephone answering skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



REGISTERED NURSES

OES CODE: 325020

20 FIRMS RESPONDING

DOT: 075.371-010
DOT: 075.127-014

TITLE: NURSE ANESTHETIST
TITLE: NURSE, CONSULTANT

DOT: 075.264-010
DOT: 075.364-010

TITLE: NURSE PRACTITIONER
TITLE: NURSE, GEN. DUTY

DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$12.55 - 18.56	\$13.00
Experienced/New to Firm:	\$13.60 - 19.42	\$14.00
3 + Yrs. Experience with Firm:	\$15.33 - 22.01	\$18.00

Most employers report 40 hours within a work week, and some report 16-25 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	20%
E	Dental Insurance	65%	15%
N	Vision Insurance	45%	15%
E	Life Insurance	70%	20%
F	Paid Sick Leave	100%	20%
I	Paid Vacation	100%	20%
T	Retirement Plan	35%	15%
S	Child Care	0%	0%

* F/T = Full-Time ** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

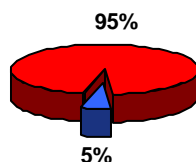
Size: Very Large (3,670-5,080)
Growth Rating: Faster than Average (1.34)
Job Openings: 2,190

SUPPLY/DEMAND ASSESSMENTS

Most employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, but many report 'some difficulty' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EDUCATION & TRAINING

■ Bachelor Degree 5% ■ Associate Degree 95%



EXPERIENCE & OTHER REQUIREMENTS

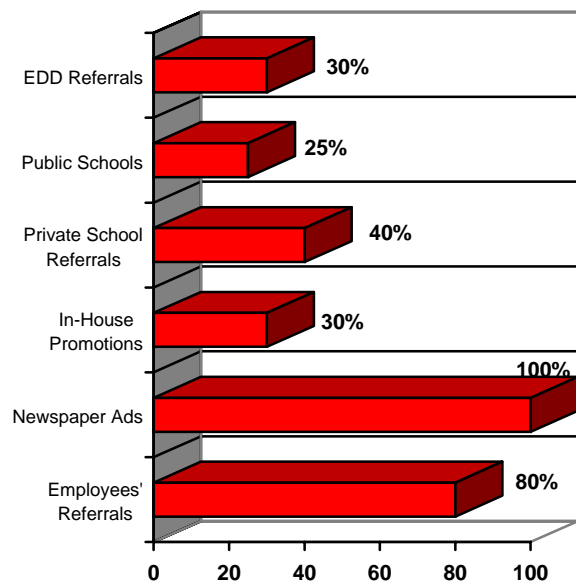
Many employers 'always' to 'usually' require 6-12 months of prior experience in the occupation. Most employers 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Knowledge of medical terminology, record keeping skills, ability to write effectively, ability to provide personal services to patients, ability to administer injections, ability to take vital signs, understanding of asepsis, ability to assist with examinations, ability to applying transferring techniques moving patients, registered nurses license, computer skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



RESPIRATORY CARE PRACTITIONERS

OES CODE: 323020

9 FIRMS RESPONDING

DOT: 076.361-014

TITLE: RESPIRATORY THERAPIST

DESCRIPTION

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilatory therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

WAGES/BENEFITS

Non-Union

	Range	Median
Entry Level/No Experience:	\$10.50 - 13.33	\$12.92
Experienced/New to Firm:	\$12.00 - 17.10	\$14.00
3 + Yrs. Experience with Firm:	\$13.00 - 18.50	\$15.80

Many employers report 40 hours within a work week, and some report 8-24 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	78%
E	Dental Insurance	100%	78%
N	Vision Insurance	89%	67%
E	Life Insurance	89%	67%
F	Paid Sick Leave	78%	78%
I	Paid Vacation	78%	78%
T	Retirement Plan	100%	78%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

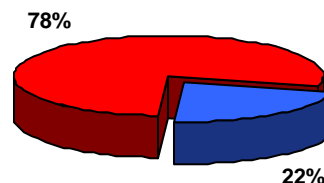
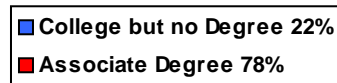
Size: Small (250-340)
Growth Rating: Faster than Average (1.26)
Job Openings: 100

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'not difficult' to 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, but most employers report 'no difficulty' finding inexperienced applicants. Most employers reported that during the past year, employment in this occupation remained stable.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

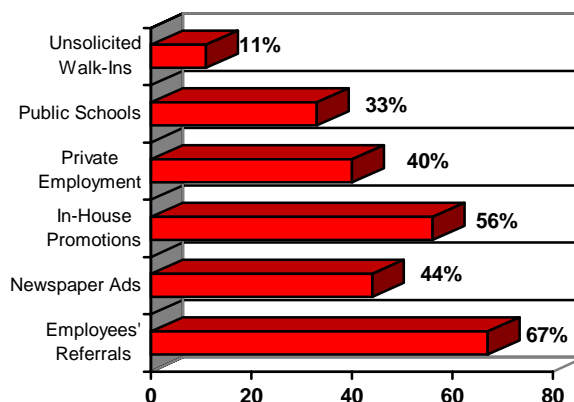
Some employers 'sometimes' to 'usually' to 'always' require 6-12 months of prior experience in the occupation. Most employers will 'sometimes' accept training as a substitute for work experience.

GENERAL SKILLS

Ventilation experience, extracorporeal membrane oxygenation (ECMO), computer literate, ability to record condition of patients, ability to work under pressure, ability to read and follow instructions, Licensed Respiratory Care Practitioner, Registered Respiratory Therapist

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



TEACHERS - ELEMENTARY SCHOOL

OES CODE: 313050

20 FIRMS RESPONDING

DOT: 099.224-010

TITLE: INSTRUCTOR, PHY. ED.

DOT: 092.227-010

TITLE: TEACHER, ELEM. SCH.

DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

WAGES/BENEFITS

Union

	Range	Median
Entry Level/No Experience:	\$ 8.00 - 16.48	\$12.62
Experienced/New to Firm:	\$10.00 - 16.64	\$14.43
3 + Yrs. Experience with Firm:	\$10.00 - 18.49	\$17.34

Non-Union

Entry Level/No Experience:	\$ 8.63 - 15.15	\$10.00
Experienced/New to Firm:	\$10.00 - 15.15	\$10.75
3 + Yrs. Experience with Firm:	\$10.00 - 17.76	\$12.19

Most employers report 37-40 hours within a work week, and some report 20-34 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	95%	10%
E	Dental Insurance	95%	10%
N	Vision Insurance	90%	10%
E	Life Insurance	90%	5%
F	Paid Sick Leave	90%	5%
I	Paid Vacation	60%	5%
T	Retirement Plan	45%	5%
S	Child Care	5%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

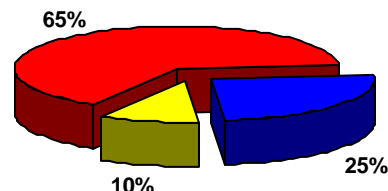
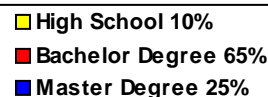
RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (5,940-7,850)
Growth Rating: Faster than Average (1.12)
Job Openings: 3,060

SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'not difficult' to 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, but a 'little difficult' finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EDUCATION & TRAINING



EXPERIENCE & OTHER REQUIREMENTS

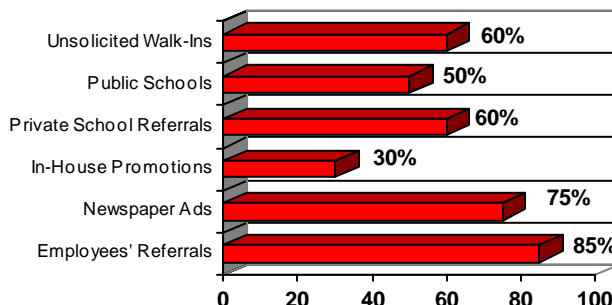
Most employers 'usually' require 6-24 months of prior experience in the occupation. Many 'usually' will accept training as a substitute for work experience.

GENERAL SKILLS

Patience with children, State Teacher's credential, classroom management skills, possess clean police record, oral reading skills, knowledge of early childhood development, supervision skills, multi-cultural familiarity, ability to administer emergency first aid, knowledge of audiovisual teaching techniques, computer skills, word processing

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



WAITERS AND WAITRESSES

OES CODE: 650080

20 FIRMS RESPONDING

DOT: 350.677-010
DOT: 350.677-026

TITLE: MESS ATTENDANT
TITLE: STEWARD, WINE

DOT: 350.677-030
DOT: 311.477-018

TITLE: WAITER/WAITRESSES
TITLE: WAITER, BAR

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

WAGES/BENEFITS

Non - Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 6.50	\$ 4.25
Experienced/New to Firm:	\$ 4.25 - 8.63	\$ 4.25
3 + Yrs. Experience with Firm:	\$ 4.25 - 9.78	\$ 4.25

Tips/Commissions

Entry Level/No Experience:	\$ 4.32 - 5.75	\$ 5.00
Experienced/New to Firm:	\$ 5.00 - 8.00	\$ 5.75
3 + Yrs. Experience with Firm:	\$ 5.75 - 10.00	\$ 5.75

Combined Wages and Tip/Comm.

Entry Level/No Experience:	\$ 4.25 - 11.75	\$ 4.60
Experienced/New to Firm:	\$ 4.25 - 14.38	\$ 7.50
3 + Yrs. Experience with Firm:	\$ 4.25 - 15.54	\$ 8.00

Many employers report both 40 hours within a work week and 15-30 hours within a work week.

		F/T*	P/T**
B	Medical Insurance	100%	11%
E	Dental Insurance	94%	17%
N	Vision Insurance	33%	6%
E	Life Insurance	50%	0%
F	Paid Sick Leave	50%	61%
I	Paid Vacation	83%	61%
T	Retirement Plan	56%	33%
S	Child Care	0%	0%

* F/T = Full-Time

** P/T = Part-Time

EMPLOYMENT TRENDS

RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1989-1996

Size: Very Large (6,700-8,950)
Growth Rating: Faster than Average (1.17)
Job Openings: 3,150

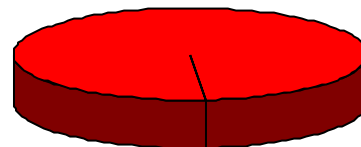
SUPPLY/DEMAND ASSESSMENTS

Many employers report it is a 'little difficult' to 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, but most find 'little difficulty' in finding inexperienced applicants. Most employers reported that during the past year, employment in the occupation remained stable.

EDUCATION & TRAINING

High School 100%

100%



EXPERIENCE & OTHER REQUIREMENTS

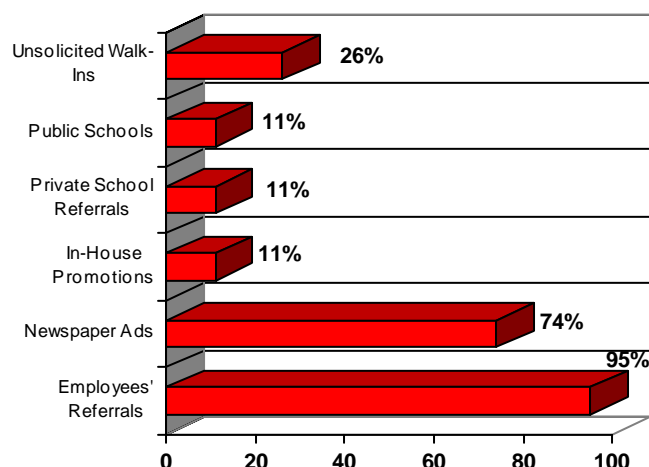
Most employers 'sometimes' require 6-36 months of prior experience in the occupation, and most 'sometimes' will accept training as a substitute for work experience.

GENERAL SKILLS

Cash handling skills, ability to operate a cash register, ability to stand continuously for 2 or more hours, ability to lift at least 30 lbs. repeatedly, good grooming skills, willingness to work with close supervision, ability to work independently, ability to work under pressure, customer service skills

RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



VOCATIONAL TRAINING

PROVIDER INDEX

1997 VOCATIONAL TRAINING PROVIDER INDEX

Computer Network (LAN/WAN) Technicians

California State University Long Beach
College of the Desert
Computer Education Institute
Computer Learning Center
Excel Technical College
New Horizons Computer Learning Center

Correction Officers and Jailers

Chapman University Academic Center
College of the Desert
Corona/Norco Career Academy
Mt. San Jacinto College
Palo Verde College
Riverside Community College
Riverside County ROP
U.S. Colleges of Health & Human Services

Emergency Medical Technicians I

Corona/Norco Career Academy
Riverside Community College

First Line Supervisors and Manager/Supervisors – Clerical and Administrative Support Occupations

Chapman University Academic Center
Executive Business Institute
La Sierra University
Mt. San Jacinto College
Palo Verde College
Riverside Community College
University of California, Riverside, University Extension

First Line Supervisors and Manager/Supervisors – Sales and Related Occupations

Career Moves, Inc.

Guards and Watch Guards

California Career Schools
Security Officers Training Academy

Hazardous Materials and Waste Technicians

Palo Verde College

Instructor and Coaches – Sports and Physical Training

Palo Verde College

LAN/WAN (Local/Wide Area Network) Managers

California State University Long Beach
College of the Desert
Computer Education Institute
Computer Learning Center
Excel Technical College
New Horizons Computer Learning Center

Nursery Workers

College of the Desert

Opticians – Dispensing and Measuring

Corinthian Schools-Skadron College of Business
Optical School of California

Plastic Molding, Casting Machine Operators and Tenders

Upon completion of our research of this occupation, no training provider was found in Riverside County.

Pharmacy Technicians

California Paramedical & Technical College
Healthstaff Training Institute
Loma Linda University Medical Center

Physical Therapists

La Sierra University
Loma Linda University Medical Center

Physicians' Assistants

Riverside Community College

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers

Upon completion of our research of this occupation, no training provider was found in Riverside County.

Production, Planning, and Expediting Clerks

Upon completion of our research of this occupation, no training provider was found in Riverside County.

Radiologic Technologists – Diagnostic

Nova Health Technology

Sales Representatives – Except Scientific and Related Products, Services and Retail

Riverside Unified School District, Educational Options Center

Salespersons – Retail (Except Vehicle Sales)

Arlington High School
Beaumont High School
Canyon Springs High School
Career Moves, Inc.
Coachella Valley High School
Computer Skills Center
Corona/Norco Career Academy
Elsinore High School
Goodwill Industries of the Inland Counties, Inc.
Hemet High School
La Sierra High School
Norte Vista High School
North High School
Perris Union High School
Poly High School
Ramona High School
Rancho Verde High School
Riverside Unified School District, Educational Options Center
Rubidoux High School
Sherman Indian High School
Temecula Valley High School

Stock Clerks – Stockroom, Warehouse, Storage Yard

Upon completion of our research of this occupation, no training provider was found in Riverside County.

Surgical Technicians

Premier Career College

Traffic, Shipping and Receiving Clerks

Center for Employment Training

Riverside Unified School District, ROP

**Water and Liquid Waste Treatment Plant and
System Operators**

CIET

Laborers Training & Retraining

Palo Verde College

Welders & Cutters

Alvord Unified

Center for Employment Training

Moreno Valley High School

Palo Verde College

Riverside Community College

Riverside County ROP

Please refer to the following page for the address and phone number of each training provider.

VOCATIONAL TRAINING PROVIDERS FOR 1997 OCCUPATIONS

Community College/University Programs

California State University Long Beach
6300 State University Dr., #104
Long Beach, CA 90815
(800) 963-2250 x58452

College of the Desert
43-500 Monterey Ave.
Palm Desert, CA 92260-2499
(760) 346-8041

La Sierra University
4700 Pierce St.
Riverside, CA 92515-8247
(909) 785-2006

Loma Linda University Medical Center
11155 Mountain View, #220
Loma Linda, CA 92354
(909) 799-2155

Mt. San Jacinto College
1499 N. State St.
San Jacinto, CA 92583-2399
(909) 654-8011

Palo Verde College
811 W. Chanslorway
Blythe, CA 92225-1118
(760) 922-6168

Riverside Community College
4800 Magnolia Ave.
Riverside, CA 92506
(909) 222-8000

University of California, Riverside,
University Extension
1200 University Ave.
Riverside, CA 92507-4596
(909) 787-4105

Private Training Programs

California Career Schools
2121 Rustin Ave.
Riverside, CA 92507
(909) 369-1477

California Paramedical & Technical College
4550 La Sierra Ave.
Riverside, CA 92505
(909) 687-9006

Career Moves, Inc.
10248 Indiana Ave.
Riverside, CA 92503
(909) 351-4264

Center for Employment Training
1099 W. La Cadena Dr.
Riverside, CA 92501
(909) 680-0244

Chapman University Academic Center
42-600 Cook St., #134
Palm Desert, CA 92211
(760) 341-8051

Chapman University Academic Center
P.O. Box 6323, Bldg. 441
March AFB, CA 92518
(909) 653-3258

CIET
2990 E. La Palma Ave., Suite A
Anaheim, CA 92806
(714) 632-0212

Computer Education Institute
3890 11th St.
Riverside, CA 92501
(909) 686-4708

Computer Learning Center
222 S. Harbor Blvd.
Anaheim, CA 92805
(714) 956-8060

Computer Skills Center
73-555 Alessandro Dr., Suite A
Palm Desert, CA 92260
(760) 341-9747

Corinthian Schools-Skadron College of Business
295 E. Caroline St., Suite D
San Bernardino, CA 92408
(909) 783-8810

Excel Technical College
1937 W. Chapman Ave., #280
Orange, CA 92868
(714) 712-4166

Executive Business Institute
5870 Arlington Ave., Suite H
Riverside, CA 92504
(909) 352-1EBI

Goodwill Industries of the Inland Counties, Inc.
83203 Indio Blvd., Suites 5 & 6
Indio, CA 92201
(760) 347-1236

Healthstaff Training Institute
1505 E. 17th St., Suite 122
Santa Ana, CA 92705
(714) 543-9828

Laborers Training & Retraining
36401 Tripp Flats Rd.
Anza, CA 92539
(909) 763-4341

New Horizons Computer Learning Center
1090 E. Washington, Suite H
Colton, CA 92324
(909) 426-4900

Nova Health Technology
520 N. Euclid Ave.
Ontario, CA 91762
(909) 984-5027

Optical School of Southern California
1390 W. 6th St., Suite 100
Corona, CA 91720
(909) 278-8895

Premier Career College
12901 Ramona Blvd.
Irwindale, CA 91706
(818) 814-2080

Security Officers Training Academy
136 S. Arrowhead St
San Bernardino, CA 92408
(909) 888-3143

U.S. Colleges of Health & Human Services
5700 Division, Suite 100
Riverside, CA 92506
(909) 784-4466

Regional Occupational Program Centers

Alvord Unified School
6585 Crest Ave.
Riverside, CA 92505
(909) 351-9305

Arlington High School
2951 Jackson St.
Riverside, CA 92503
(909) 788-7240

Beaumont High School
1591 Cherry Ave.
Beaumont, CA 92223
(909) 845-3133

Canyon Springs High School
23100 Cougar Canyon
Moreno Valley, CA 92557
(909) 485-5707

Coachella Valley High School
83-800 Airport Blvd.
Coachella, CA 92274
(760) 399-5183

Corona/Norco Career Academy
300 Buena Vista Ave.
Corona, CA 91720
(909) 736-3367

Elsinore High School
21800 Canyon Dr.
Wildomar, CA 92595
(909) 674-3194

Hemet High School
41701 E. Stetson Ave.
Hemet, CA 92544
(909) 765-5150

La Sierra High School
4145 La Sierra Ave.
Riverside, CA 92505
(909) 351-9238

Moreno Valley High School
23300 Cottonwood
Moreno Valley, CA 92553
(909) 697-4300

Norte Vista High School
6585 Crest St.
Riverside, CA 92503
(909) 351-9316

North High School
1550 3rd St.
Riverside, CA 92507
(909) 788-7311

Palm Springs High School
2248 E. Ramon Rd.
Palm Springs, CA 92262
(760) 778-0400

Perris Union High School
175 E. Nuevo Rd.
Perris, CA 92571
(909) 657-2171

Poly High School
5450 Victoria Ave.
Riverside, CA 92506
(909) 788-7203

Ramona High School
7676 Magnolia Ave.
Riverside, CA 92504
(909) 788-7400

*Rancho Verde High School
17750 La Salle St.
Moreno Valley, CA 92553
(909) 485-6200*

*Riverside County Regional Occupational
Program
3939 13th St.
Riverside, CA 92502-0868
(909) 358-2860*

*Riverside Unified School, Educational Options
Center
6401 Lincoln Ave.
Riverside, CA 92506
(909) 276-7670*

*Rubidoux High School
4250 Opal St.
Riverside, CA 92509
(909) 222-7821*

*Sherman Indian High School
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